

COUNCIL WORKSHOP ITEM

ITEM: Snow and Ice Removal Policy 2003/2004
DATE: November 11, 2003
PREPARED BY: Kerstin G. von der Heide, Village Forester
Kevin Dunne, Drainage Manager
Rick Ebel, Pavement Manager
John Tucker, Materials Coordinator
PURPOSE: Review and Council Approval

GENERAL DISCUSSION:

Public Works Department managers have met over recent months to prepare policies and procedures for the 2003/2004 snow and ice removal season. The goal of the Public Works Department is to make all streets, cul-de-sacs and dead-ends, Village parking lots, and Central Business District sidewalks safe and accessible for vehicles and pedestrians during the winter season. Factors which affect all areas include length and strength of storm event, time of day, temperatures, wind, equipment readiness, rested personnel, and timing of additional approaching storms. The policy for this fiscal year continues to emphasize proactive procedures rather than reactive. For example, staff will again use a professional meteorological weather service for forecasting rather than TV, radio, etc. The weather service informs staff of the estimated arrival time of the storm, the duration of the storm, and the amount of snow anticipated. The intent of the snow and ice removal program is to anticipate the start of a storm, and depending upon the forecast, mobilize crews and begin to spread chemicals before and at the start of snow fall on primary roads. Another proactive action is the use of "scout teams". Scout teams are one half of a full snow team. The intent of this approach is to maximize the level of service to the residents by using the available resources as effectively as possible. Scout teams are called in when there is a risk of isolated icing or slick conditions that would require attention but not wide spread enough to necessitate calling the entire snow team in for salting operations.

The attached snow and ice removal policy illustrates the snow and ice removal process. The following are highlights from the policy.

STAFFING AND WORK HOURS:

The employees involved in the snow and ice removal program are divided into two separate and distinct 12-hour shifts or teams. Teams (blue and orange) are each assigned a day shift one week, and then the night shift the following week. This alternation allows both the work to be completed and the employees to have rest between work shifts. This practice began with the 1993/1994 fiscal year not only as concern for the welfare of the employees but also more stringent standards pertaining to truck drivers. When work continues for extended hours or several storms occur in short succession, rested staff is always available to work 24 hours a day, seven days a week.

In order to maintain service through the winter and yet allow employees to have some time away from work during the winter, a departmental time-off policy for the snow season exists. The snow season is defined as that period of time after Thanksgiving starting December 1 and ending March 21 before Easter. On a given day, the number of people allowed time off without any snow removal responsibilities is limited to one person per team. Over the years that this policy has existed, one person off per shift is all that can be afforded given various unknowns such as employee illness, emergency leave (FMLA), or other concurrent emergency work such as water main breaks. Many of the personnel scheduled for snow removal are also responsible for repairing main breaks (typically there are 25-45 main breaks per winter).

EQUIPMENT:

Staff is eagerly awaiting the delivery of the new 10-ton vehicles plus the 5-ton truck, and the Caterpillar loader. All indications are that manufacturing and delivery are on time for all items.

Current vehicles and equipment have all been readied for the winter season. This includes installing all mounting frames for the plows and attaching the tailgate spreader systems. In recent years, with the purchase of each new 5-ton and 10-ton vehicle, truck mounted pre-wet systems have been added to the trucks. This allows operators to apply a consistent ratio of liquid pre-wet solutions such as calcium chloride to a pre-determined salt output during lower temperature environments. These systems operate in conjunction with ground speed oriented salt spreader controls to provide a proportional chemical flow at vehicle speeds ranging from about 5 to 35 mph.

Additional equipment used for snow removal has also been readied for the winter season. This includes the three loaders, all of which have plows. Besides the plows, one loader can operate the 16-foot wide "snow pusher" which is a great asset for parking lot snow removal. Another useful machine includes the replacement backhoe purchased in FY 2001/2002 that came with a plow. For the CBD, the main machines are two Trackless tractors with plows, brooms, and blowers.

ROADWAY PRIORITIES, ROUTES, CBD AREAS, SNOW AND ICE THRESHOLDS

Village roadways are divided into three categories depending on traffic volume, which determines their priority.

Priority 1 – Primary roadways with the highest traffic volume and roadways adjacent to schools

Priority 2 - All other secondary roadways

Priority 3 – Cul-de-sacs and Dead-ends

Throughout the duration of the storm, the main goal continues to be obtaining a bare pavement condition on the driving lanes on all Priority 1 and Priority 2 streets. Once the storm has ended, and once all Priority 1 and Priority 2 streets are cleared, all Priority 3 streets will be completed. State and County roadways, and unincorporated areas serviced by the Townships are the sole responsibility of State, County, or Township agencies. Other than certain designated alleys in the CBD, Public Works does not plow or salt any alley rights-of-way in the Village. Roadways that Public Works does plow and salt are divided into 12 manageable routes.

Sidewalks in the CBD are the first priority for assigned personnel. All designated CBD sidewalks and train station platforms (Main St and Fairview Ave) will receive anti-icing liquid applications throughout the winter season whenever practical. The material being applied will help prevent snow and ice from sticking to the sidewalks.

For light snows, salting may be sufficient to clear pavement. Plowing will occur when the accumulation of snow on streets exceeds one and a half inches (1.5”), or as determined by Supervisors on duty. Salting of these areas will follow as needed. Snow will be pushed to curbs and drainage inlets uncovered. Bare pavement will be maintained on all Priority 1 roadways. Priority 2 roadways will be plowed after Priority 1 roadways are clear, then Priority 3. During the plowing and clearing of cul-de-sacs, no snow will be left or piled in the centers of the bulbs unless there is an island. Snow will be pushed up and over curbs wherever open areas exist between driveways, fire hydrants and mailboxes. Snow accumulations on CBD sidewalks and train station platforms shall be physically removed with a broom, plow or blower on the Trackless tractors. Application of de-icing materials on CBD sidewalks and platforms will occur as needed.

Salting shall occur whenever there are icy conditions. All Priority 1, Priority 2, and Priority 3 roadways, and all CBD sidewalks and train station platforms shall be salted to eliminate the icy condition.

Village parking lots will be cleared during the overnight hours. During other times of the day, driving lanes will be maintained open by either plowing or salting, with clearing of the parking stalls occurring during the overnight hours. Where accessible parking facilities exist throughout the Village, special attention will be given to not create any obstacles such as snow piles that would hinder the proper use of these spaces.

As snow accumulations exceed 2- 4 inches, a windrow in the street area of the CBD may become necessary to avoid placing additional snow back on the CBD sidewalks. During the formation of these windrows, all efforts will be made to keep access open to all drives off of the roadway. Large piles of snow may also be formed in parking lots as snow amounts exceed 2-4 inches. Removal of windrows and large snow piles will primarily occur at night when reduced vehicular and pedestrian traffic allows this operation to occur more safely. Operations may be adjusted if the storm cleanup occurs on a weekend or holiday.

COMPLETION GOALS:

The goal is to make all streets, cul-de-sacs and dead-ends, Village parking lots, and Central Business District sidewalks safe and accessible for vehicles and pedestrians during the winter season. Considering all possible factors that influence snow and ice removal operations, staff has developed the following completion time-frame goals.

All Priority 1 roadways will be cleared to bare pavement from curb to curb, and all Priority 2 roadways will be to bare pavement in the center section within twelve (12) hours after the storm’s completion. All Priority 3 cul-de-sacs and dead-ends will be cleared of snow within eighteen (18) hours after the storm’s completion. Staff has set this as the maximum timeframe for even the heaviest snowfall. From experience including the heavy snow in January 1999, staff has found that snow removal can be completed in that timeframe. It is also to our advantage to

aim for that timeframe because resident complaints become much more numerous once more than 12 hours have passed since it stopped snowing. When snowfalls are only a few inches, streets are generally cleared in a much shorter timeframe.

When heavier snow events occur, the most complaints generally come from the cul-de-sacs and deadends in the routes with 10-ton vehicles. On average, the diameter of a cul-de-sac ranges from 60 to 70 feet. The 10-ton trucks with a front plow are 34 feet long, and combined with a dual axle, these vehicles have a poor turning radius. Drivers in these routes are able to get into a cul-de-sac and at least open the road, but final complete plowing needs to occur with a loader or 1-ton vehicle. Route drivers more easily plow most cul-de-sacs and deadends in routes with 5-tons (which are 25 feet long with a plow). Generally when crews are plowing, as drivers complete Priority 1 and Priority 2 roads and what they can of Priority 3, drivers are then re-assigned loaders and 1-tons. All cul-de-sacs and deadends are then plowed and the snow supervisors assign those located in 10-ton routes first.

All CBD sidewalks and train station platforms (Main St and Fairview Ave) will be cleared to a bare surface for a safe walking area for pedestrians within eight (8) hours after the storm's completion. When storm events occur during business hours, clearing operations may be slower due to a high number of pedestrians and vehicular traffic. All Village parking lots will be plowed during the first available night shift following a storm event. Operations may be adjusted if the storm cleanup occurs on a weekend or holiday. All windrows and large piles of snow in parking lots will be removed with the first available night shift following a storm event.

NEW PRODUCTS AND EQUIPMENT

ClearLane is a treated salt product that was tried experimentally last winter. It is rock salt treated with cane molasses and magnesium chloride. This combination gives a product that clumps but does not harden. When ClearLane is dispensed with a spreader, less scatter occurs and nearly 80% stays within 12 inches of where it first lands on the pavement whereas only 49% of untreated salt stays in this area. The molasses in ClearLane acts as a corrosion inhibitor, as well as magnesium chloride is less corrosive than calcium chloride. During the 2002/2003 winter season, a small amount of ClearLane was used and staff was impressed with the results. The material comes from Cargill who is this year's salt supplier. For this winter, staff will try more of this product for a better comparison and possible inclusion in future budgets.

Another product that contains magnesium chloride that staff is going to experiment with is called Ice Ban. This is a liquid that can be added to rock salt as a pre-wetting agent for when temperatures dip below 20 degrees Fahrenheit. It can also be used a pre-treatment on pavement surfaces. In previous years, staff has tried spraying certain streets before a snow event but have run into difficulties with equipment set-up. The supplier for Ice Ban is working with staff on a proposal that the supplier would spray certain street sections at a reasonable price. Staff is also looking at this product for pre-treating the CBD sidewalks.

With the arrival of the new trucks, one of the new 10-ton trucks will have a front plow with an attached wing plow. This will aid in the clearing of snow on wider streets such as Fairview and Dunham. Also, the wing plow will help clear roads that blow over with snow near open areas such as Concord.

STAFF CONCERNS:

Points of concern for Public Works center on continued budget cutbacks that were made to meet the Village's fiscal constraints including the discontinuation of contractual plowing services and the postponement of contractual tree pruning.

The discontinuation of contractual plowing in town home developments such as Mistwood, Kensington, the Villas of Bending Oaks, and the Chesapeake Subdivision has added more than 3 additional center lane miles of roadway and several cul-de-sacs back under the responsibility of the Public Works Department. In the townhome areas, generally the association hires a contractor for the driveways. In the past, Public Works had worked out financial agreements with these contractors such that when snow falls exceeded 2 inches, they were to plow the streets also. The reasoning behind these arrangements is related to all the numerous driveways, and that our trucks and their trucks were pushing the snow back and forth into each other's way. An option that staff is offering to Council is that collectively in the Public Works budget, staff will be able to set aside the \$15,000.00 needed to effectively make these arrangements for this winter season.

Contractual pruning of the parkway trees will be needed in next year's fiscal budget. Resident requests, storm damage, and truck clearance issues are all indicating this contractual service will need funding.

RECOMMENDATION:

The Public Works Staff requests Village Council review and approval of the 2003/2004 Snow and Ice Removal Policy.

ATTACHMENTS:

- 1) Public Works Snow and Ice Removal Policy 2003/2004
- 2) Public Works Departmental Procedure for Snow and Ice Removal Vacation & Holiday Approval Procedure

VILLAGE OF DOWNERS GROVE

PUBLIC WORKS SNOW AND ICE REMOVAL POLICY 2003/2004

I. PURPOSE

The purpose of this Policy is to establish guidelines for snow and ice removal from Village streets, Village parking lots and Central Business District (CBD) sidewalks. Snow and ice removal is considered emergency work in that streets must be cleared any time of the day or night. It is one of the most visible activities provided by the Village of Downers Grove, affects virtually every household, resident and visitor, and is essential for safe and continued vehicular and pedestrian movement throughout the community.

The Public Works Department has the responsibility for providing snow and ice removal for the Village infrastructure. This infrastructure includes 161 center lane miles of street, 312 cul-de-sacs and dead-ends, sidewalks and parking lots in 2 business districts, sidewalks and parking lots at 3 commuter rail areas, and several Village owned building complexes and the associated parking lots.

The following topics are addressed in this Policy:

- I. PURPOSE
- II. PERSONNEL
- III. EQUIPMENT
- IV. ROADWAY PRIORITIES, ROUTES, SNOW AND ICE THRESHOLDS
- V. CBD SIDEWALKS, STATION PLATFORMS, AND PARKING LOTS
- VI. WEATHER FORECASTING
- VII. STORM PREPAREDNESS
- VIII. COMPLETION TIME-FRAMES
- IX. PROPERTY DAMAGE AND REPAIR
- X. OTHER CONSIDERATIONS
- XI. DEPARTURE FROM POLICY

II. PERSONNEL

A. EMPLOYEES: All Public Works non-exempt employees including maintenance workers and technicians, and Managers from Drainage, Forestry Grounds, Pavement and Materials shall have a part in snow and ice removal.

B. TEAMS: The Public Works Director or their designee shall assign teams by October 1st of the year and shall post the team sheet on the Public Works Bulletin board. Employees are assigned to either of two teams (Blue or Orange). The practice of assigning teams began with the 1993/1994 winter season.

C. TEAM SHIFTS: Blue and orange teams shall alternate twelve-hour shifts, one for days the other for nights. Shift changes shall occur at 7:00 p.m. and 7:00 a.m., and shall alternate every Monday as specified in section F (Team Rotation). If the Blue team is assigned the

night shift for the Christmas holiday for a given year, the Blue team shall be slotted for the day shift the following year, and vice versa for the Orange team.

D. SCOUTS: Teams shall be divided into scout units as follows: Scout unit Bravo shall be the drivers from routes 1, 2, 5, 6, 9 and 12; Scout unit Zulu shall be the drivers from routes 3, 4, 7, 8, 10 and 11; The remaining scout unit members shall be set up in groups of two or three and called to address CBD and parking lot issues. A full scout unit is then 8 to 9 individuals (6 route drivers and 2-3 other team members). The assignment of scouts began with the 2000/2001 winter season.

E. POSTED TEAMS AND SCHEDULES:

1. TEAM LIST

Name	Team	Route	Truck #	Scout Unit
von der Heide, Kerstin	Blue	Supervisor		
Dunne, Kevin	Blue	Supervisor		
Licciardi, Frank	Blue	Route 1	253	BRAVO
Konezney, Bob	Blue	Route 2	207	BRAVO
Malone, Dan	Blue	Route 3	292	ZULU
Somersett, Randy	Blue	Route 4	206	ZULU
Vodrazka, Claude	Blue	Route 5	273	BRAVO
O'Brien, Brennan	Blue	Route 6	252	BRAVO
Jarzynka, Brian	Blue	Route 7	274	ZULU
Wainwright, Gil	Blue	Route 8	270	ZULU
Blair, Scott	Blue	Route 9	294	BRAVO
Christ, Mike	Blue	Route 10	251	ZULU
Palko, Kris	Blue	Route 11	272	ZULU
Humphries, Larry	Blue	Route 12	205	BRAVO
Mark Hogan	Blue	CBD		1
Compton, Ralph	Blue	CBD		1
Reed, Charlie	Blue	CBD		2
Monkman, Bruce	Blue	CBD		2
Scott Friesema	Blue	CBD		1
Vacant Water MWI	Blue	CBD		2
Ebel, Rick	Orange	Supervisor		
Tucker, John	Orange	Supervisor		
Young, Tim	Orange	Route 1	253	BRAVO
Kline, Troy	Orange	Route 2	207	BRAVO
McClain, Wayne	Orange	Route 3	292	ZULU
Richter, Ken	Orange	Route 4	206	ZULU
Patrick, Kelly	Orange	Route 5	273	BRAVO
Feijoo, Mark	Orange	Route 6	252	BRAVO
Nickels, Mark	Orange	Route 7	274	ZULU
Smith, Charlie	Orange	Route 8	270	ZULU
McClain, Bill	Orange	Route 9	294	BRAVO
Polcyn, Lilly	Orange	Route 10	251	ZULU
Kenning, Keith	Orange	Route 11	272	ZULU
Heinrich, Mary	Orange	Route 12	205	BRAVO
John Pfursich	Orange	CBD		1
Neumann, Mike	Orange	CBD		1
Brier, Bob	Orange	CBD		2
Unsell, Tony	Orange	CBD		2
Vacant Water MWI	Orange	CBD		1

2. TEAM AND SCOUT SCHEDULE

<u>WEEK OF</u>	<u>TIME OF DAY</u>	<u>TEAM/UNIT</u>
NOVEMBER 3	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Blue – Bravo - 1 Orange – Bravo - 1
NOVEMBER 10	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Orange – Bravo - 2 Blue – Bravo - 2
NOVEMBER 17	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Blue – Zulu - 1 Orange – Zulu - 1
NOVEMBER 24	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Orange – Zulu - 2 Blue – Zulu - 2
DECEMBER 1	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Blue – Bravo - 1 Orange – Bravo - 1
DECEMBER 8	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Orange – Bravo - 2 Blue – Bravo - 2
DECEMBER 15	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Blue – Zulu - 1 Orange – Zulu - 1
DECEMBER 22	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Orange – Zulu - 2 Blue – Zulu - 2
DECEMBER 29	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Blue – Bravo - 1 Orange – Bravo - 1
JANUARY 5	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Orange – Bravo - 2 Blue – Bravo - 2
JANUARY 12	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Blue – Zulu - 1 Orange – Zulu - 1
JANUARY 19	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Orange – Zulu - 2 Blue – Zulu - 2
JANUARY 26	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Blue – Bravo - 1 Orange – Bravo - 1
FEBRUARY 2	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Orange – Bravo - 2 Blue – Bravo - 2
FEBRUARY 9	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Blue – Zulu - 1 Orange – Zulu - 1
FEBRUARY 16	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Orange – Zulu - 2 Blue – Zulu - 2
FEBRUARY 23	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Blue – Bravo - 1 Orange – Bravo - 1
MARCH 1	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Orange – Bravo - 2 Blue – Bravo - 2
MARCH 8	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Blue – Zulu - 1 Orange – Zulu - 1
MARCH 15	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Orange – Zulu - 2 Blue – Zulu - 2
MARCH 22	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Blue – Bravo - 1 Orange – Bravo - 1
MARCH 29	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Orange – Bravo - 2 Blue – Bravo - 2
APRIL 5	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Blue – Zulu - 1 Orange – Zulu - 1
APRIL 12	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Orange – Zulu - 2 Blue – Zulu - 2
APRIL 19	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Blue – Bravo - 1 Orange – Bravo - 1
APRIL 26	7:00 A.M. TO 7:00 P.M. 7:00 P.M. TO 7:00 A.M.	Orange – Bravo - 2 Blue – Bravo - 2

F. TEAM ROTATION: Teams shall rotate on a weekly basis on Monday mornings at 7:00 a.m., unless snow and ice removal operations are already occurring at that time. If teams are in the midst of operations on Monday at 7:00 a.m., the shift change shall be delayed until there is a break in the work pattern to allow the switch. Any delay in the switch of teams from the day to night shifts shall have no bearing on the following Mondays scheduled shift change with the following exception: if the night shift actively worked more than 7 consecutive nights, the Director of Public Works may alter the team rotation schedule dependent on the welfare of the employees.

G. FLEET: Fleet mechanics shall be assigned a weekly rotating schedule to accommodate night shifts should there be required repairs during snow and ice removal operations. The fleet mechanic rotation schedule shall be posted on the Public Works Bulletin board. The practice of assigning fleet mechanics weekly rotations began with the 1993/1994 winter season.

H. ADDITIONAL EMPLOYEES: The Supervisors shall keep a current list of additional employees who are available for snow and ice removal duties. Public Works employees currently not assigned to a snow team shall be asked first, and the list shall be posted on the Public Works Bulletin board.

I. OVERTIME PAY AND COMPENSATION:

- 1. Non-exempt employees:** Overtime pay shall be paid to all non-exempt staff as referenced in Section 2.9.2(b) of the Personnel Rules and Regulations and the Public Works Overtime Administrative Regulation dated March 3, 2003. The standard practice during snow and ice removal operations has been to pay overtime for hours worked outside of the standard workday (standard workday typically is 7:00 a.m. to 3:30 p.m.) regardless of the number of regular straight hours worked. Additionally, when staff is called in where they have not been given pre-arranged instruction to come in to work, an additional hour of pay (call-out hour) shall be given to that employee. Because of the variable nature of weather and the rotation schedule of Public Works staff, it is quite possible that an employee may have more overtime hours than straight hours for a given pay period during the winter snow season.
- 2. Exempt employees:** All exempt Public Works staff shall be compensated in accordance with section 2.9.1(b) of the Personnel Rules and Regulations.
- 3. Non public works employees:** Any non public works personnel staff shall be compensated in accordance with section 2.9.3 of the Personnel Rules and Regulations. These employees shall be paid at a straight fee as designated by the Village Manager.

J. CALL-OUT PROCEDURE: Supervisors shall call in crews as shown on the team and scout schedule on a rotation of 12 hours on and 12 hours off. At the discretion of the Supervisors, depending on the anticipated strength and/or arrival time of the pending event, less than a full team or scout unit may be called to in to work in a manner which is fair and consistent.

K. SENDING HOME EARLY: Should a winter storm event be predicted with high probability to occur on a given workday prior to midnight (12:00 a.m.), the scheduled overnight snow team and assigned mechanics shall be sent home at 11:00 a.m., or as close to that time as possible. This will allow an employee working the overnight shift to have an approximate 8

hour window in which to rest prior to working an overnight shift. Should the employees who were sent home not be called back in for service before midnight, they shall be paid for the hours of the workday missed to make an 8 hour day. The practice of adding hours to make an 8-hour day due to being sent home early began with the 1994/1995 winter season.

L. RESPONSE TIME: All employees called in for snow related duties shall physically be at the Public Works Facility within 1 (one) hour of response to a call on the Nextel or home phone (or cell phone if applicable). Any deviation from the one-hour response time shall be at the discretion of the on duty Supervisors, and may be subject to discipline as outlined in section O (Discipline).

M. FIRST RESPONSE EQUIPMENT ASSIGNMENTS: Once called in, employees will be assigned work areas and equipment using the following guidelines:

1. Scout Unit: If only the scout unit is called in, route drivers will be assigned 2 routes in the following groupings: 1&3, 2&4, 5&7, 6&8, 9&10, 11&12. Route drivers may use the truck assigned to either route. The other scout unit members will be assigned the CBD sidewalks using equipment suited to the CBD.

2. Full Team: If a full team is called in, route drivers will be assigned their normal route and truck, and CBD personnel will be assigned equipment for the CBD. If personnel shortages occur due to scheduled vacations, illnesses or other leave of absences, some personnel from the CBD crew may be put in routes. At a minimum, two people shall be in equipment for the CBD sidewalks.

N. VACATION AND TIME OFF REQUESTS: All employees shall follow the guidelines stated in the Public Works Departmental Procedure entitled Snow and Ice Removal Vacation & Holiday Approval Procedure dated 9/06/02 for requests and granting of time off during the snow and ice removal season. Time off is considered the use of accrued vacation, floating holiday and compensation time. Requests for time off before or after the snow and ice removal season shall be granted at the discretion of the Supervisors. This departmental policy has existing since its first issuance on July 27, 1994.

O. DISCIPLINE: A progressive discipline approach will be used as outlined in Section 8 of the Personnel Rules and Regulations. This includes but is not limited to oral and written reprimands. Of historical note, the area of most concern has been in regards to response time at the beginning of a snow event.

III. EQUIPMENT

A. ROUTE TRUCKS: Front line vehicles for snow and ice removal are kept ready for any storm event. Several backup trucks are kept in case of truck breakdowns and for water main digs.

	As of Nov 1		Changes once new vehicles arrive
Route 1	253	5-ton	new 10-ton w/wing
Route 2	207	10-ton	
Route 3	292	5-ton	
Route 4	206	10-ton	
Route 5	273	5-ton	
Route 6	252	5-ton	new 5-ton
Route 7	274	5-ton	
Route 8	270	5-ton	new 10-ton
Route 9	294	5-ton	
Route 10	251	5-ton	new 10-ton
Route 11	272	5-ton	
Route 12	205	10-ton with wing plow	
Backup	238	5-ton	251 5-ton
Backup	250	5-ton	252 5-ton
Backup			253 5-ton
Backup			270 5-ton

B. CUL-DE-SACS, DEADENDS, AND PARKING LOTS: Vehicles for plowing cul-de-sacs, deadends, and parking lots include 14 1-ton trucks with plows, 3 rubber tired loaders with plows, and a backhoe with a plow.

C. CBD SIDEWALKS AND TRAIN STATION PLATFORMS: Machines for CBD sidewalks and platforms are narrower for the tighter spaces in the CBD and station platforms.

Trackless Tractor 295

Trackless Tractor 296

Walk behind snow blowers

Shovels

Backup equipment with limited use due to size and lack of salting capabilities

include the John Deere tractor 257 and the John Deere riding mower 157

D. EQUIPMENT RENTALS: Additional equipment may be needed to handle the removal of large snow piles and windrows. Equipment rental quotations are obtained annually from companies that can supply skid steer loaders with buckets, rubber-tire end loaders, and tractor-trailer dump trucks. Of historical note, tractor-trailer dump trucks along with operators have facilitated the removal of large snow piles and windrows from the CBD.

IV. ROADWAY PRIORITIES, ROUTES, SNOW AND ICE THRESHOLDS

A. ROADWAYS: Village roadways are divided into three categories depending on traffic volume, which determines their priority.

Priority 1 – Primary roadways with the highest traffic volume and roadways adjacent to schools. On the colored map, these are shown in gold and red.

Priority 2 - All other secondary roadways

Priority 3 – Cul-de-sacs and Dead-ends

Staff will begin work to complete all Priority 3 areas as operations continue on Priority 2 areas with a goal of completing all priority areas as early as possible

B. OTHER ROADWAYS: State and County roadways (shown in blue on the colored map), and unincorporated areas serviced by the Townships are the sole responsibility of State, County, or Township agencies. Assistance due to emergency conditions may occur on a case by case basis.

C. ALLEYS: The Village does not plow or salt any alley rights-of-way outside of the Central Business District.

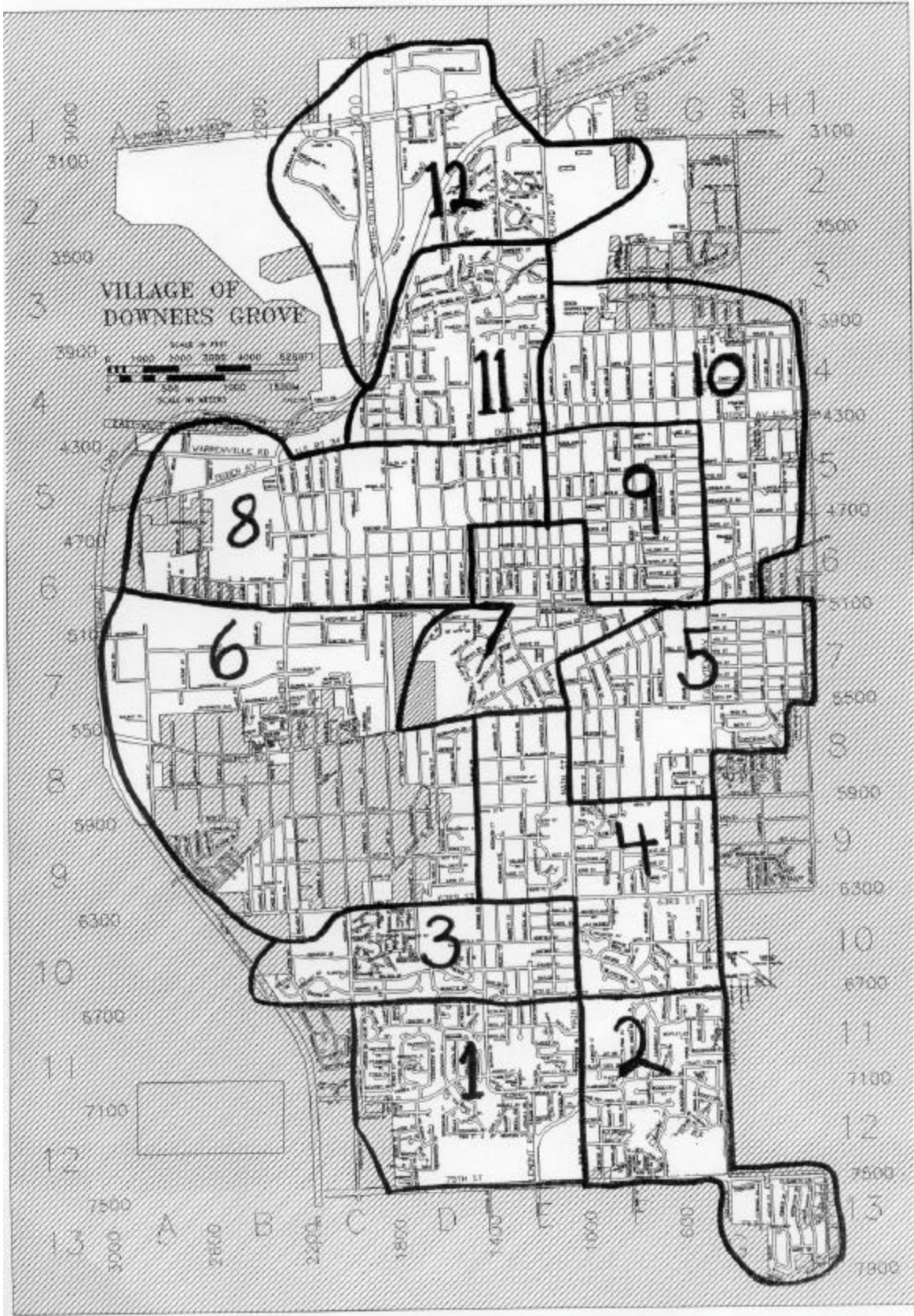
D. ROUTES, MAPS AND CHECKLISTS: The Village roadways are divided into 12 routes (see the map). Color maps are printed, laminated, and stored in binders at the Public Works facility for staff use. All cul-de-sac and deadends are numbered and checklists are printed for staff use. The following table lists the mileage and number of cul-de-sacs and deadends in each route.

Route	Miles	Cul-de-sacs and deadends	Truck
1	14.37	58	10-ton
2	13.23	32	10-ton
3	16.10	33	5-ton
4	15.77	38	10-ton
5	17.09	11	5-ton
6	9.60	28	5-ton
7	9.50	7	5-ton
8	15.22	17	10-ton
9	16.74	8	5-ton
10	14.33	21	10-ton
11	11.24	39	5-ton
12	7.88	20	10-ton
Total	161.07	312	

E. PLOWING THRESHOLD: For light snows, salting may be sufficient to clear pavement. Plowing will occur when the accumulation of snow on streets exceeds one and a half inches

(1.5”), or as determined by Supervisors on duty. Salting of these areas will follow as needed. Snow will be pushed to curbs and drainage inlets uncovered. Bare pavement will be maintained on all Priority 1 roadways. Priority 2 roadways will be plowed after Priority 1 roadways are clear, then Priority 3. During the plowing and clearing of cul-de-sacs, no snow will be left or piled in the centers of the bulbs unless there is an island. Snow will be pushed up and over curbs wherever open areas exist between driveways, fire hydrants and mailboxes.

F. ICE CONTROL THRESHOLD: Salting shall occur whenever there are icy conditions. All Priority 1, Priority 2, and Priority 3 roadways shall be salted to eliminate the icy condition. The on duty Supervisors will determine timing and duration of ice control procedures.



V. CBD SIDEWALKS, STATION PLATFORMS, AND PARKING LOTS

- A. CBD SIDEWALK AND PLATFORM CONSIDERATIONS:** Operations within the CBD and on the train station platforms will strive to achieve safe pedestrian and vehicular passage, while balancing the application of de-icing products and physical removal of snow. For clarification, the train station platforms that the Village is responsible for clearing are at the Main Street station and Fairview Avenue station (hereinafter referred to as the “train station platforms”), whereas the Belmont station platform is kept clear by METRA. Due to more pedestrians, tighter spaces, and planted vegetation, practices are designed to limit the negative impact of winter snow removal operations while providing the best service possible.
- B. PRE-STORM TREATMENTS:** All designated CBD sidewalks within the SSA and train station platforms will receive anti-icing liquid applications throughout the winter season whenever practical. The material being applied will help prevent snow and ice from sticking to the sidewalks.
- C. SNOW AND ICE REMOVAL:** Snow accumulations on CBD sidewalks and train station platforms shall be physically removed with a broom, plow or blower on the Trackless tractors. This may result in some snow being left along a building front or around a light pole due to the size of the machine. Snow will be pushed to the curb whenever possible. Any remaining piles of snow along curb edges or tight locations may be pushed out later with walk-behind snow blowers and shovels. Following brooming or plowing of the walk areas, a light application of de-icing material may be applied. All CBD sidewalks and train station platforms will be treated with a de-icing material should icy conditions exist.
- D. PARKING LOTS:** Village parking lots will be cleared during the overnight hours. During other times of the day, driving lanes will be maintained open by either plowing or salting, with clearing of the parking stalls occurring during the overnight hours. Where accessible parking facilities exist throughout the Village, special attention will be given to not create any obstacles such as snow piles that would hinder the proper use of these spaces.
- E. WINDROWS AND LARGE SNOW PILES:** As snow accumulations exceed 2- 4 inches, a windrow in the street area of the CBD may become necessary to avoid placing additional snow back on the CBD sidewalks. During the formation of these windrows, all efforts will be made to keep access open to all drives off of the roadway. Large piles of snow may also be formed in parking lots as snow amounts exceed 2-4 inches. Removal of windrows and large snow piles will primarily occur at night when reduced vehicular and pedestrian traffic allows this operation to occur more safely. Operations may be adjusted if the storm cleanup occurs on a weekend or holiday.

VI. WEATHER FORECASTING

A key element in implementing an efficient snow and ice control program is receiving and acting on timely weather information. Accurate weather forecasting is imperative in deciding which of the various operational procedures will be initiated. An annual contract with a meteorological weather service shall be maintained to provide staff with forecasts and advance storm warnings. It is recognized that forecasts will occasionally be in error and operation plans may change. Public Works personnel shall use a combination of a reports from the contracted weather service, media weather reports, online satellite data and personal experience to adapt snow removal operations to the current conditions.

VII. STORM PREPAREDNESS

Snow and ice control is considered emergency work in that pavement areas must be cleared any time of the day or night. The Public Works Department is charged with planning and performing snow and ice removal functions and must balance these activities with sensitive environmental concerns, fiscal responsibility, and the utmost concern for resident and employee safety. Variable weather conditions encountered during each storm including the rate and accumulation of snowfall, moisture content, temperature, time of day, wind direction and velocity, storm duration, as well as equipment readiness and most importantly, the availability of rested personnel are all factors that interact to create a unique aspect for each storm.

When indications are high that a winter storm event is going to occur, preparations will begin to address the approaching event. This will include, but is not be limited to, checking weather service reports, and viewing on site radar images and local news reports. Depending on the timing and anticipated strength of the pending storm, the team on the night shift may be sent home to rest, equipment may be loaded with salt, plows may be attached to trucks, all fuel tanks will be filled to capacity, and some roadways may be pre-salted. Scout units may be used to monitor for changing conditions and to contact the Supervisors as instructed.

VIII. COMPLETION TIME-FRAMES

- A. GOAL:** The goal of the Public Works Department is to make all streets, cul-de-sacs and dead-ends, Village parking lots, and Central Business District sidewalks safe and accessible for vehicles and pedestrians during the winter season. Factors which affect all areas include length and strength of storm event, time of day, temperatures, wind, equipment readiness, rested personnel, and timing of additional approaching storms. The following time-frames are all goals.
- B. ROADWAYS – ALL PRIORITY LEVELS:** All Priority 1 roadways will be cleared to bare pavement from curb to curb, and all Priority 2 roadways will be to bare pavement in the center section within twelve (12) hours after the storm's completion. All Priority 3 cul-de-sacs and dead-ends will be cleared of snow within eighteen (18) hours after the storm's completion. During and after the storm's completion, some streets may become snow packed as a result of wind and drifting conditions, and vehicular traffic over unplowed roads. All attempts will be made to reduce snow pack situations. Snow accumulations that impair a motorist's sight distance will be monitored and addressed as needed.
- C. CBD SIDEWALKS AND STATION PLATFORMS:** All CBD sidewalks and train station platforms (Main St and Fairview Ave) will be cleared to a bare surface for a safe walking area for pedestrians within eight (8) hours after the storm's completion. When storm events occur during business hours, clearing operations may be slower due to a high number of pedestrians and vehicular traffic.
- D. PARKING LOTS:** All Village parking lots will be plowed during the first available night shift following a storm event. Operations may be adjusted if the storm cleanup occurs on a weekend or holiday.
- E. WINDROWS AND LARGE SNOW PILES:** All windrows and large piles of snow in parking lots will be removed with the first available night shift following a storm event.

IX. PROPERTY DAMAGE AND REPAIR

- A. PARKWAYS:** Although all efforts are made to avoid any damage during snow and ice removal operations, it does, and will occur, with even the most cautious drivers. In cases where turf damage has resulted from the plow jumping the curb, all resulting restoration will be either seeded or hydro-seeded as soon as weather conditions allow in the spring. Under only extreme circumstances will damage resulting from salt related turf damage be restored or treated as some degree of salt related injury is experienced along every foot of roadway within the Village.
- B. MAILBOXES:** Mailboxes are occasionally damaged during snow removal operations. When possible, the box will be repaired in place. In cases of boxes knocked down by plow contact, Village staff will install a replacement box at the earliest possible time. Replacements will

be the standard metal rural route box placed on a one & half (1 ½) inch tubular steel post, properly installed per US Postal and Village standards (8 inches from the back of curb and 40 inches high). This standard design will be used for all mailbox replacements. The Village cannot replace decorative mailboxes. A property owner who installs decorative materials on the parkway does so at their own risk. Boxes damaged, as the result of snow rolling off of the plow will not be repaired. When noted staff will attempt to notify residents if their mailboxes do not meet standards so that they may make corrections prior to the snow removal season.

X. OTHER CONSIDERATIONS

- A. EMERGENCIES:** In the event that a police, fire, or medical emergency requires snow removal assistance, such operations shall be given the highest priority. Such operations shall be directed through the on duty Supervisors.
- B. SCHOOL CROSSWALKS AND WALKING ROUTES:** In recognition of difficulties experienced following heavy snowfalls, the Village will assist the School Districts in clearing school crossings and walking routes along arterial streets. Heavy snowfalls are assumed greater than twelve (12) inches in depth. This assistance would become available as Public Works personnel and equipment finish clearing public streets, Village parking lots and CBD sidewalk areas. Additional winter precipitation would require the suspension of such assistance, as resources will again be needed to clear roadway and other areas.
- C. COORDINATION WITH OTHER PUBLIC WORKS ACTIVITIES:** It is recognized that snow removal is not the only function performed by the Public Works Group during the winter months. It has become common place to address snow removal operations simultaneously with repair of water main breaks. On duty Supervisors shall have the responsibility to prioritize work activities given weather conditions and availability of manpower.
- D. ASSISTANCE TO PRIVATE PROPERTY OWNERS:** At no time during or after snow removal operations will Village vehicles be used to clear snow or ice from areas on private property, except where it can be shown that snow was disproportionately placed in the driveway of a resident, in exceptional circumstances of a life threatening nature, a medical necessity, or as may be directed by the Village Manager or Director of Public Works. Under no circumstances will a Village employee be allowed to use a Village owned vehicle to push, pull, or tow a stranded vehicle from a roadway or parking lot. The employee shall, if a hazardous condition exists, notify the Village Operations Center of the hazardous condition and provide all the needed information.
- E. RIDE ALONG PROGRAM:** Residents, officials, spouses and children are allowed to ride along in a snow plowing truck to observe operations. Forms are available at the Public Works office and must be completely filled out before anyone is allowed to ride along.

XI. DEPARTURE FROM POLICY

The Village recognizes that conditions may be so unusual or unexpected that a departure from these general guidelines may be authorized. When conditions warrant, the Supervisors, in consultation with the Director of Public Works, Village Manager, Police Chief, or Fire Chief may order a departure from these general guidelines when, in their opinion, conditions require such action.

Attachments:

Public Works Departmental Procedure entitled Snow and Ice Removal Vacation & Holiday Approval Procedure dated 9/06/02

Public Works
Departmental Procedure

Village of Downers Grove, Illinois

SUBJECT: Snow and Ice Removal Vacation & Holiday Approval Procedure

ISSUED BY: John J. Bajor, Jr. **EFFECTIVE DATE:** 9/6/02

THESE ARE: New Guidelines

 X Amend a Previous Policy; dated 9/01/01

**SNOW AND ICE VACATION & HOLIDAY APPROVAL PROCEDURE FOR
PUBLIC WORKS**

The purpose of this policy is to set forth rules and guidelines for the approval and granting of employee vacation, floating holiday and compensation time off during the snow and ice removal season. Driven by a concern for public safety during the winter months, it is necessary to establish a procedure which allows individuals (employees) to have approved time off work without negatively impacting the Village's ability to satisfactory perform snow and ice removal functions.

The following provisions shall apply and govern the review of requests and granting of vacation, floating holiday and compensation time during snow and ice removal season:

1. Snow and Ice Removal Season is defined as that period of time from December 1 until March 21 of the following year. Snow removal teams will be assigned no later than August 1 of each year.
2. A maximum of one non-exempt employee from each snow removal team may be granted vacation, floating holiday or compensation time off on any given work day during the designated snow & ice season. Snow removal teams shall be assigned by colors as orange and blue. Employees granted time off according to these conditions will not have any obligation to the Village for snow and ice removal during that window of time granted off.
3. A maximum of one supervisory staff member from each designated snow removal team may be granted vacation or floating holiday time off on any given work day during the snow and ice season.
4. All employees may be granted vacation, floating holiday or compensation time off on a given day, in addition to employees granted time off according to the terms of paragraph two and three above, with the understanding that they will be required to perform snow and ice removal functions should they be called in by an on - duty snow supervisor.
5. Vacation, floating holiday or compensation time off requests by individuals for time off during the Christmas and New Year's holiday period, who were not granted time off during the holiday period the previous year, will be given preferential treatment whenever possible.

6. In order to insure all employees the opportunity to take time off from work during this period, listed in paragraph one of this policy, time off without obligation to snow and ice removal shall be limited to seven consecutive days during the snow and ice removal season. Employees requesting more than seven consecutive days of time off will be responsible to obtain written approval from all the other members of the appropriate team. Such approval shall be given with the understanding that other members of the team may not be granted time off without obligation to snow removal during this period according to paragraphs two and three of this policy. Additionally, no employee shall take more than one weekend off of snow removal during a single month. If the end of a month splits a weekend (Saturday in one month, Sunday beginning the next), the weekend will be counted in the month in which the Saturday falls.
7. Time off granted during the time period covered in this policy will be posted once granted. Employees can request time off according to this policy at any time during the year. Such requests received prior to the team sheet being posted, will be held and reviewed in chronological order after the snow & ice removal team sheet is posted for the year. Time off requests shall be requested by the employee in writing or electronically.
8. Approved days will correspond to the shift schedule of the employee. If the shift begins at 7:00 PM, the approved time slot will extend until the end of the shift at 7:00 AM the following day.
9. The Director of Public Works or their designee shall be responsible for the implementation of this policy. This policy governs all employees in the Public Works Department who have snow and ice removal responsibilities.
10. This policy may be suspended or modified at any time by the Director of Public Works.