

2019-20

# CITY OF GENEVA SNOW AND ICE CONTROL GUIDELINES



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## **Executive Summary**

The primary objective of the City's Streets and Fleet division during the winter season is to perform snow and ice control operations on the City's street system. With the cooperation and the assistance of the Public and the Geneva Police Department, the Public Works crews will maximize the effectiveness of our operations to provide the safest streets possible. Please also keep in mind that the City cannot and does not guarantee that all City streets will be free of snow and ice at all times. Below is a summary of the service:

### **Anti-Icing**

Prior to a snow event and as conditions allow for maximum efficiency, the City will apply Anti-Icing chemicals, also known as Salt Brine, to the roads. The main priorities will be the snow routes and bridges. The City will then move into secondary streets as time and conditions allow.

### **Light Snowfall**

When the amount of snowfall is less than 1 inch, and plowing operations are not necessary, salt will be lightly applied only to snow emergency routes, school zones, hills, curves and stop-sign intersections. Flat residential streets will not be salted.

### **Snow Emergency Routes**

When road conditions become hazardous and snow and ice control procedures are required, streets that are posted as "Snow Emergency Routes" are cleared of snow and ice. Snow emergency routes are typically streets that have a high volume of traffic and higher speed limits. Parking on all snow routes is prohibited when there is a snowfall of 2 inches or more.

### **Secondary Streets**

During larger snow events, as soon as snow emergency routes have been cleared of snow or ice, plows will then remove snow and ice from the secondary streets including alleys, cul-de-sacs and dead ends. Parking is prohibited on secondary streets when there is a snowfall of 3 inches or more. During a major snowstorm, secondary streets will receive one pass in each direction to provide access for residents and emergency vehicles. This phase will continue until the snowfall has ended at which time all streets, cul-de-sacs, alleys and dead ends will be plowed "curb-to-curb".

### **Cooperation from Police Department**

During non-working hours, as precipitation (snow/freezing rain/drizzle) begins to fall, the City of Geneva's Police Department Sergeant-On-Duty must notify the Police Department Front Desk personnel to contact the Superintendent of Streets immediately, who will then issue a directive regarding the proper course of action. This response action may be deferred depending upon several factors (time; weather forecast and severity of storm).

## **Relevant Snow Ordinances and General Guidelines for the Public**

### **Snow Parking Regulations**

A parking prohibition shall automatically go into effect on any posted "Snow Emergency Route" following an accumulation of snow and ice of 2 inches or more. Violations are subject to receiving a \$35 parking ticket, as well as to having their Vehicles towed.

Parking is prohibited on secondary streets at any time within 12 hours following a snowfall of 3 inches or more. Violators are subject to receiving a \$30 parking ticket as well as to having their vehicles towed. Any street area that has become clear of snow and ice from curb to curb or edge of pavement to edge of pavement for the length of the entire block shall be excluded from this provision.

It is strongly recommended that when a winter storm has been forecast to remove all your vehicles from the streets to avoid violating City parking restrictions.

Per City Code, 8-1-6-3-C Residents and contractors are prohibited from the deposition of any snow or ice from private property on or against a fire hydrant, or on any public sidewalk, public roadway, or loading or unloading areas of a public transportation system. Property owners should notify their snow removal contractors of this requirement and require compliance.

### **Mailboxes**

In order to avoid damage to curbside mailboxes, the City has established an ordinance and specifications that conform to Federal and State Postal Service regulations for the installation of these mailboxes. If your mailbox is damaged and it conforms to the ordinance, City crews will attempt to make temporary repairs to ensure mail delivery until such time permanent repairs can be performed. Mailboxes that can't be repaired will be replaced with a wooden post and black mailbox. Residents can choose to put in their own mailbox and be reimbursed up to \$75. Please see city code for reporting of damages and restriction guidelines.

Snow in front of curbside mailboxes is the responsibility of the homeowner to remove and to provide access to the mailbox for mail delivery. It is not the City's responsibility to clear snow from in front of the curbside mailboxes.

### **Damage to Grass**

Damage to parkway grass and sod resulting from snow removal operations will be repaired in the spring when pulverized dirt is available. To help City crews to minimize plow damage, those residents that live in cul-de-sacs, on corners, and curvilinear streets without curbs, or have low back curbs, may place a reflector at or near the curb-line.

### **Basketball Hoops**

Temporary/portable or permanently installed basketball hoop systems should not be placed on the City's right of way (parkway) or near the curb or edge of pavement. These items protrude into the path of snow removal equipment and may make contact with the snow removal equipment, either causing damages to the snow removal equipment or to the basketball hoop system. All basketball hoops shall be removed from the parkway prior to the beginning of the winter season. The City will not be responsible for any damage caused to these systems during snow removal operations.

**Clearing of Sidewalks**

The City of Geneva encourages all residents to clear snow and ice from sidewalks adjacent to your property in order to help students, walkers, joggers, commuters, shoppers and other pedestrians to travel safely.

**Announcements**

The City will continue to make announcements of snow emergency conditions, parking bans and procedures primarily through the City’s website and social media channels. The Public may contact the Geneva Public Works Department at (630) 232-1502 for additional information.

**Street Miles**

Presently, there are **244 total curb-lane miles** maintained by the City of Geneva.

The following is a break-down of the designated **snow routes**:

Northwest Route:	5.4 centerline miles (10.8 curb-lane miles)
Southwest Route- North:	4.9 centerline miles (9.8 curb-lane miles)
Southwest Route- South:	4.6 centerline miles (9.2 curb-lane miles)
<u>Eastside Route:</u>	<u>5.7 centerline miles (11.3 curb-lane miles)</u>
<b>TOTAL ROUTE MILES:</b>	<b>20.6 CENTER LINE MILES (41.1 curb-lane miles)</b>

**IDOT Roads**

Of the 20.6 we centerline miles of snow routes, 8 centerline miles are IDOT roads maintained by the City.

**Downtown Parking Lots**

The public parking lots that the City is responsible for plowing are the following:

- 19 public parking lots
- 9 commuter parking lots

The public parking lots are plowed by a contractor and salted by City crews.

**Cul-De-Sacs, Alleys & Dead Ends**

Presently there are 212 cul-de-sacs, alleys and dead ends maintained by Public Works.

**Historical Snowfall**

The averages per month are:

November	1.1”
December	7.6”
January	9.5”
February	7.4”
March	4.2”
April	0.9”
<b>Annual Average:</b>	<b>31”</b>

## **Detailed Procedures**

### **Phase I**

This procedure consists of the removal of snow and ice on all snow routes, hills and school zones. Up to 12 salt trucks are responsible for this phase. Depending upon the storm, salt application to the routes may be the only necessary action required during a light snowfall. Plowing and salting may be necessary during heavier or more severe winter conditions. Depending upon the severity of the storm, several different methods may be applied.

### **Phase II “The Shuffle” (Small Vehicles)**

Snowplows will make two passes down all secondary streets, cul-de-sacs alleys and dead-ends. This procedure is performed during a heavy snowfall. Each vehicle is assigned a geographical zone and will plow 2 passes down every street, cul-de-sac, alley, etc. The small plowing vehicles (approx. 3-4 hrs) perform this procedure (10 trucks).

All large trucks will stay on the Snow Routes until they are plowed curb-to-curb.

Phase II will continue until the snow has stopped.

### **Phase III “Full Plow”**

This phase consists of the curb-to-curb removal of all snow from all secondary streets. This operation will commence after the snowfall has stopped and all Snow Routes have been cleared of snow/ice from curb-to-curb. The large trucks will perform tandem plowing in all the secondary zones. The small trucks perform the curb-to-curb removal of snow from the cul-de-sacs, alleys and off-street parking.

### **Night Time Operation**

During the hours of 11:00 PM - 7:00 AM, the standby crew with the assistance of the manpower relief support personnel will continue to keep the main hills open and provide any assistance to the Fire and Police Departments. If the snowfall stops they can move onto the business district. The Superintendent may direct the remainder of the large vehicle crew to return at any time to clear snow from the main routes by 7:00 AM. The Superintendent may direct the small vehicles to report at 4:00 AM.

### **Team Leader**

Each team will be assigned a team leader whose responsibility is to ensure that proper salting procedures and routes assignments are performed according to the City policy. In addition, it is the responsibility of the team leader to monitor changes in road and weather conditions and to update the Superintendent/Supervisor of streets of those changes. The Superintendent/Supervisor will assess the situation and make modifications to the plan as needed.

### **Reporting**

All salt truck operators must complete and submit a completed “Salt Usage Report” at the end of each winter season event to the Large Vehicle Coordinator. All small truck operators are required to complete the small vehicle checklist during each event and submit the complete form to the Small Vehicle Coordinator immediately after the Phase III has been completed. All sidewalk crews must also complete and submit their respective reports to the Superintendent of Streets immediately after completion of this Phase. All reports assist with documenting time required performing services, volume of supplies applied and insure that all routes have been completed. This information on these reports also helps resolve any customer inquiries.

## **Training**

Throughout the year, extensive personnel training will be performed. In house training will consist of two sessions; the first is to be a controlled classroom style session that will include all personnel, including Level I and Level II staff. This training session will cover a detailed review of the annual Snow and Ice Control Guidelines to explain all policies, procedures and everyone's role in this guideline. The second training session is to be a field training effort. This training will involve all snow and ice control operators to examine their assigned equipment/vehicle and route assignments for proper equipment operations, location of all assigned routes and any route hazards. The Superintendent of Streets and Walks will conduct both sessions, with the assistance of the Large Vehicle Leader and Small Vehicle Leader.

## **Operators Check Vehicles and Equipment**

All snow and ice control personnel are responsible for checking and maintaining all fluid levels (oil, fuel, anti-freeze and hydraulic), tire pressure, snowplows and salt spreaders. All vehicles and equipment (plows, salt spreaders, snow blowers, loaders and backhoes) will be checked prior to leaving the Public Works Facility and at appropriate intervals during a winter storm event. If any vehicle should require service or repair, all operators are responsible to notify the Supervisor of Fleet Maintenance who will arrange to have the maintenance performed. **Remember to check the tightness of plow bolts. Tap the head of a bolt with a hammer to ensure the bolts have not come loose.**

## **Items to Inspect**

- Over all truck
- Plow blades – mount and blade
- Grease points
- Wiper blades
- Fluid Levels – including Hydraulic Oil
- Light bulbs
- Tire Pressure
- 2 way radio
- Safety kit – extinguisher, triangles/flares

## **Post Storm Fleet Inspection**

Within 24-48 hours after a major storm event, it will be the responsibility of the Chief Mechanic to ensure that all small vehicles are inspected for any potential or existing problems related to the transmissions, transfer case, u-joint, drive shaft and coolant/hydraulic leaks. A checklist form will be created to fully implement this post storm inspection process. **Trucks will be emptied and washed within 36 hours of the end of the event.** Due to the unpredictability of winter weather some trucks may be left loaded for the week.

## **Post Storm Evaluation**

An evaluation of each snow and ice response operation will be performed by the Superintendent, Large Vehicle Leader and the Small Vehicle Leader to examine the quality of operations.

## **Post Storm Staff Meeting**

A meeting will be scheduled with all snow removal staff to discuss the storm and the snow and ice control results.

### Incidents

All incidents and accidents must be reported to your direct supervisor immediately. Damage to private or City-owned property, vehicle accidents, motorists' incidents, pedestrian and resident involvement must be reported to your immediate supervisor.

### Overtime

Non-contractual employee's overtime is paid at a time and one-half rate. After 16 consecutive hours, double time rate will be applied. Sundays and Holidays are also at a double time rate. As stated in the City's Personnel Manual, Call-Back time starts when the employee reports to work and ends when the employee leaves place of reporting.

Contractual employees should refer to the current bargaining agreement for overtime information.

### Returning to Public Works

Anytime you must return to the Public Works Facility during a winter storm event for salt, fuel, restroom facilities, etc., you must notify your immediate supervisor by radio. The purpose of this procedure is to assure that all routes continue to receive the necessary attention.

### Short Breaks

It is strongly recommended that when operators need to return to the Public Works Facility for salt, fuel or to use the restroom that they utilize this time to take a short break to stretch, use the restroom and get something to eat until a scheduled break period can be arranged.

### Meal Breaks

For employees under a bargaining agreement, please refer to your current bargaining agreement for information regarding meals.

For employees not covered by a bargaining agreement meal reimbursement will be as follows.

The City will provide one expensed meal after the first twelve (12) consecutive hours worked and one additional meal if over sixteen (16) consecutive hours are worked. Meals may be taken during the shift or within one (1) hour after the shift worked and shall not exceed \$12.50. Meals taken outside this time period will not be reimbursed. All meal periods during emergency hours require supervisor approval.

All meal periods require supervisor approval. Plow operators should always bring snacks in case meal breaks are unavailable for an extended period of time (due to severe winter storm). When meal breaks are available, only 2-3 operators will be allowed to go at one specific time. **Only 45 minutes will be allowed for a meal break (including travel time).** Drive the plow truck to the restaurant to avoid more down time than is necessary. The City will make every effort to release an employee for a meal.

### Vacation Time (Street & Water Divisions)

During the winter storm season (approximately 1st week in November to the 1<sup>st</sup> week in April) vacation should be used sparingly. During this time of the year all Street/Walks personnel are required to be available and respond to any snow or ice conditions that may occur. Depending upon the weather conditions, single vacation days may be approved by the Superintendent. Depending upon the situation, a five-day notice may not be required for a single vacation day. The most important service the Streets/Walks Division provides is the Snow /Ice Control Program. It's essential that everyone's participation is required.



Vacation time may be approved with the understanding that if your assistance is required you will report to work at normal work conditions (normal pay, time/half pay and double time pay) and receive your vacation day at a later approved date. If emergencies do occur, the Superintendent is willing to make adjustments.

### **Vacation Time Streets Only**

Per the terms of the bargaining agreement, the City will also review requests provided there is a substitute to fill in for the employee's position. The employee is responsible for finding coverage for any time off request that an employee will not be available to respond to if needed. It is up to the employee to let supervisor/superintendent know if you will be available for a call out. A list of back up drivers will be compiled by the employer. If vacation request is during your standby period, standby pay will go to the back-up driver. Vacation time is discouraged during standby shifts. See Standby Shift. Starting October 15<sup>th</sup> and ending April 1<sup>st</sup> please bring time off requests directly to street supervisor or street superintendent. Multiple requests for time off will be on a first come first served basis. All covered shifts will be from 7:00 am to 7:00 am.

### **Standby Shift (Street Dept. Only)**

The large vehicle snow team consists of 2 separate teams comprised of 6 operators. Each team has a designated team leader. The 2 teams are on a rotating week - week schedule. This weekly schedule will begin and end at 7:00 AM Monday morning. During the winter season, all snow/ice control operators must be available to respond to any or all snow/ice-related matters. During the week that you are on call, you must always be available to respond to a call for service. Each one of the crew members on call must provide a 24 hour phone number. You will be paid to be available to respond. Standby pay is to be 1 hour of double-time pay, Monday - Friday, and 2.25 hours of double-time pay on Saturday and Sunday. For holidays, 2.25 hours of double-time rate will replace the 1-hour.

Vacation time during your standby shift must be approved by the Superintendent. You must find a co-worker to fill in for you. Your co-worker will receive your stand-by pay. As a general rule, you will not get standby pay if you are not available.

### **Salt Application**

Normal procedure is to salt your entire snow route the first complete cycle, then spot salt the hills and intersections. Always check in with your immediate supervisor in the event there may be a change. This procedure usually is required when 2" or more snow has been forecast (plowing/salting operations). The salting procedure may change if <2" or icing conditions is forecast.

Single Axle Salt Truck – Fully Loaded is approximately: 3.25 (3.25 yd bucket G-63) = 8.87 tons. Single Axle Salt Truck – Fully Loaded is approximately: 3.0 (3.50 yard bucket G-54) = 8.82 tons.

Double Axle Salt Truck – Fully Loaded is approximately: 4.5 (3.25 yd bucket G-63) = 12.29 tons Double Axle Salt Truck – Fully Loaded is approximately: 4.0 (3.50 yd bucket G-54) = 11.79 tons

All salt spreaders must be calibrated prior to November 1st to ensure proper and effective applications.

### **Sidewalk Route (Business District)**

The downtown sidewalks will be salted and plowed at the direction of the Superintendent. During large overnight storms the sidewalk crew may be called in at 3:30 AM so that the downtown area can get a clear path before 9AM. See attached map for locations.

### **Off-Street Parking:**

The off-street parking and the business district must be cleared of snow and ice prior to the start of business hours (9:00 AM). These areas will be plowed and salted by the large vehicles during smaller snow events (Phase I), and plowed by the small vehicles during larger events (Phase III). Ideally, downtown zones B/C should to be plowed curb-to-curb before plowing off-street parking to avoid creating a windrow in the off-street parking areas.

### **Public Parking Lots**

The contractor will perform snow plowing. Salting operations are to be performed by City staff.

### **Parking Ban**

The Municipal code states that a parking ban shall be declared when 2" of snow accumulation on the designated "Emergency Snow Routes". A City -wide parking ban shall be declared when 3" or more of snow accumulation is on the streets. If a parking ban will need to be declared the Superintendent of Streets will notify the City's Police Department, at which time the police department will notify the local radio station. Enforcement of the municipal code is the responsibility of the City's Police Department. Only the Superintendent of Streets or the Director of Public Works may declare a parking ban.

### **Mailbox Repairs**

Mailboxes will be repaired according to the following procedures:

1. Evaluate the condition of the box: can repairs be made or needs replacement?
2. Notify resident or homeowner of repair or replacement option.
3. Save all parts from the damaged box, in case resident would like them returned.
4. Make repairs or replacement or provide a temporary mailbox.

If the mailbox does not conform to the City specifications, make a notation on the specification sheet and ordinance and leave in the mailbox. If the resident is available, please deliver to the resident personally. If the resident is not available leave a copy of the ordinance in the mailbox. Always provide a copy of the ordinance for the resident.

### **Safety - Slow Down!**

To avoid damage to vehicles, equipment, motorist, pedestrians, parkways and mailboxes:

Use the knowledge gained from safety training, experience, common sense, communication among co-workers, work experience and **slower** vehicle speed.

### **Special Situation - Freezing**

We average about 3 freezing-rain events per year. This can be one of the most challenging events we face. The primary concern in this situation are the hills. Oftentimes salt is not effective because the rain just washes the salt away before it can melt the ice. In that case, an abrasive material will be used to keep the hills open. The abrasive is the same size as rock salt, so it can run through the spreader the same way. Backing up the hill may be necessary. Placing barricades at the top of the hills is also an option if the hills remain unsafe.

### **Housekeeping Procedures**

The salt barn shall be kept free of all debris. Any debris found within the salt barn shall be placed in proper disposal containers and removed from the barn upon discovery. At the end of a snow event all salt spilled while loading trucks or while "tipping back" shall be picked up and placed back in the salt

barn. Drivers make note of spills while salting so that the piles can be cleaned up after the event. Any salt spillage while on a route should be pushed to the curb so as to maintain a clear drive lane for vehicles.

## Drifting Locations

These locations typically experiences drifting when strong winds are present:

### West of the River

- IL.Rt.31
- IL.Rt.38
- Logan Avenue
- Gray Street
- Maple Avenue
- Willow Avenue
- West Street
- Highbury Lane
- Bradbury Lane
- Bricher Road and Blackberry Drive
- Blackberry Subdivision
- Stonebridge Subdivision
- Westhaven Subdivision
- Western Avenue
- Sunset Meadows Subdivision
- Allendale Subdivision
- Eagle Brook Subdivision
- Fargo Boulevard
- Randall Square Subdivision
- Lewis Road
- Sterling Manor Subdivision
- Brentwood on the Pond  
Subdivision

### East of the River

- IL.Rt.25
- East IL Rt. 38
- East Side Drive
- Geneva Drive
- Geneva East Subdivision
- Geneva Knolls Subdivision
- Kautz Rd.