

# **City of La Grande Snow Response Plan**

## **Section 1 Snow Removal Policy**

### **General**

It is the policy of the City of La Grande to provide snowplowing and sanding services for the following reasons:

- To provide an adequate flow of traffic in the City during ice and snow conditions, while staying within the snow removal budgets.
- To assist Police, Fire and Emergency Medical Services in fulfilling their duties.
- To provide safe, passable roadways and school bus routes.

The Public Works Department will attempt to notify the public by radio when snow is plowed. After the first priority streets are opened, the public will be notified of what areas are scheduled to be plowed, as shown numerically on Map B. Usually the decision to plow is made prior to 6 am, making earlier notification difficult. The public will be requested to remove their vehicles from the streets to improve plowing time, drainage, and public response. It should be noted that changes in this plan will no doubt be necessary as special snow conditions may arise. However, when considering changes, the Public Works Department must also contemplate the financial state of the snow removal budget.

### **Service Priorities**

The City of La Grande Public Works Department has the overall responsibility for snow removal and sanding operations. The City has been broken into two separate divisions in order to remove snow effectively. District 1, which will be managed by the Street Superintendent, contains Adams Avenue and every road that is located south of the Union Pacific Rail Road (UPRR) mainline tracts. District 2, which will be managed by the Water Superintendent, contains every road that is north of the UPRR mainline tracts. If the Superintendent in charge of either Division is absent, the lead person in that Division will oversee the District in question. All decisions made by the Superintendent or lead person will be subject to the Public Works Director's approval.

Snow plowing will be accomplished by the use of truck plows, graders, front-end loaders, backhoes, snow blowers or other necessary equipment. As indicated below, other Departments will assist in snow removal when necessary. It should be noted that the Sewer Collection System and Wastewater Treatment Plant staff is available to assist either District with the approval of the Wastewater Superintendent. Snow removal and sanding activities shall take place according to the following priority list:

### ***Roadway Priorities***

1. **Hospital Emergency Routes** (Refer to attached Map A) – The Public Works Department performs snow removal as well as improving street parking along the emergency route. Snow removal will begin when the snow depth in the street reaches 6 inches and the weather forecast predicts continuing snowfall. When snowfall is between 4 inches and 6 inches, it will be necessary to remove slush during periods of rapid melting. Sanding will be implemented as determined necessary by the Public Works Department or under the advisement of the Police Department.
2. **Arterial, Central Business District and Major Roads and Intersections** (Refer to attached Map A) - The Public Works Department performs snow removal as well as improving street parking along the route. Snow removal will begin when the snow depth in the street reaches 6 inches and the weather forecast predicts continuing snowfall. When snowfall is between 4 inches and 6 inches, it will be necessary to remove slush during periods of rapid melting. Arterials that are outside of the City Business District will be plowed to the curb when possible. Plowing to the center is not feasible due to the width and the fact that it restricts left turns into private drives and alleys. Snow removal on Adams Avenue will normally begin within two hours of plowing. All street intersections will be opened within 15 minutes of plowing or as soon as practical. Alley intersections of the City Business District streets will be opened the same day. Sanding will be implemented as determined necessary by the Public Works Department or under the advisement of the Police Department.
3. **Residential Streets & Alleys** - The Department performs snow removal as well as improving street parking in the residential areas. Snow removal will begin when the snow depth in the street reaches 6 inches and the weather forecast predicts continuing snowfall. When snowfall is between 4 inches and 6 inches, it will be necessary to remove slush during periods of rapid melting. Residential roads will be plowed to the curb. The City will attempt to open driveways; however, the Department cannot assure that all driveways will be opened. Because these roads are not a first priority, these roads maybe compacted by traffic; therefore, they will not be plowed until the snow melts or additional snowfall requires attention. Some residential hill streets will require sanding at stop signs after all arterial sanding has been completed.

### ***Downtown Priorities***

1. **Adams Avenue** – The Street Division will plow to the center of the street in order to allow better parking, storm run-off, pedestrian traffic and snow removal. Snow removal will normally begin within two hours of plowing and



all intersections will be cleared within 15 minutes of plowing. Note that Adams Avenue is also covered in the Roadway Priorities, Number 2.

2. **Parking Lots** – All City-owned parking lots will be cleared after all streets have been opened. All other parking lots will be the responsibility of the property owner.
3. **Sidewalks** – The Parks and Leisure Services Department will remove ice and snow from all sidewalks adjacent to City property and on the Second Street viaduct. All other sidewalks shall be the responsibility of the adjacent property owners. Special attention should be given by adjacent property owners to sidewalk wheel chair ramps, as they present an extreme hazard to pedestrians.
4. **Alleys** – Due to the restricted access and low traffic volume, alleys located in the Central Business District will not have snow removed unless the snow is causing an unusual drainage situation or traffic problems. In the event that snow must be removed, it will be removed with a truck and loader.

#### ***Public and Residential Sidewalks***

Adjacent property owners are responsible for removing snow and ice from all sidewalks in accordance with City Ordinance Number 2952, Series 1999. Special attention should be given by adjacent property owners to sidewalk wheel chair ramps, as they present an extreme hazard to pedestrians.

## **Section 2    Snow Plowing Policy**

### **General**

The Street Superintendent and the Water Superintendent, or appropriate lead person, of the Public Works Department will issue the order to begin snow-plowing activities pending the Public Works Directors approval. When either Superintendent gives the order, Department Employees shall:

1. Begin plowing when the snow depth reaches about 6 inches and the weather forecast is predicting continued snow.
2. Consider the moisture content of the snow. “Dry” light snow can accumulate to 6 inches before plowing is necessary. “Wet” heavy snow or slush should be removed when the accumulation reaches 4 inches or more.
3. Plow priority routes to keep arterial and emergency service routes open.
4. Follow specified staffing and plow routes for the following:

- a. Midnight to Dawn Shift: The Superintendent or Lead Person will decide which employees, pieces of equipment and service priorities to be addressed.
  - b. Dawn to Midnight Shift: The Superintendent or Lead Person will decide which employees, pieces of equipment and service priorities to be addressed.
  - c. **No employee shall work a 12 hour shift without an 8 hour relief period.**
5. Sand all arterial streets and hospital routes as determined necessary by the Public Works Department and/or Police Department. Sanding will be conducted from 6 am to 9 pm. Special conditions may require sanding after 9 pm, such as freezing rains or special community events. If the Police Department determines that an area needs to be sanded for safety, the Officer will notify the Public Works Department if emergency conditions exist after 9 pm. Sand will not be applied during heavy snowfall due to the fact that it provides little traction enhancement during those time periods. Some residential hill streets will require sanding at stop signs after all arterial sanding has been completed.

### **Equipment and Staffing Summary**

The Public Works Department uses 20 to 25 employees and 19 pieces of equipment for snow removal. All equipment used and the required license needed to operate the equipment is listed in Table 1 below. A list of all qualified operators, what they are qualified to operate and their emergency contact information can be found at the end of this document.

**Table 1. Snow Removal Equipment**

<b>Quantity</b>	<b>Description</b>	<b>Required License</b>
1	2000 Cat 924 G Loader	Prior Training & CDL
1	2002 GMC 1 Ton Flat Bed w/Sander	None
1	2008 Freightliner 12 yd Dump Truck	CDL
1	2008 CAT Backhoe	Prior Training
1	2005 10 yd Dump Truck	CDL
1	1988 Chevy 5 yd Dump Truck	CDL
1	1985 GMC w/Sander	CDL
1	1983 CAT 120 Grader	Prior Training & CDL
1	1989 Dresser 870 Grader	Prior Training & CDL
1	1990 Chevy 5 yd Dump Truck	CDL
1	JD 750 Dozer	CDL
1	1994 Ford 9030 w/Snow	Prior Training

	Blower	
1	1995 Case 580sl Backhoe	Prior Training
2	1998 GMC 6-8 yd Dump Truck	CDL
1	1999 CAT 416c Backhoe	Prior Training
1	1999 Wg64 Volvo 10 yd Dump Truck	CDL
2	2009 Plows	CDL

## Complaints

Citizens and other interested parties should direct comments and complaints about the City of La Grande's snow and sanding policy and procedures to the Public Works Department during regular business hours. All complaints received will be put on a list of priority and as soon as an employee is free from mandatory snow removal activities, the complaint will be investigated and corrected if necessary.

## Significant Snow Events

If a severe snowstorm occurs, the Public Works Department will advise motorists to use off-street parking whenever possible along the designated arterials, hospital emergency route and the Central Business District including Adams Avenue. During a significant snow event (anything over 6 inches of accumulation), the Street Superintendent and Water Superintendent or designee will coordinate the snow plowing and removal, as well as sanding. The Street Superintendent will coordinate the removal of snow on Adams Avenue and the District 1 area shown on Map A. The Water Superintendent will coordinate the removal of snow in the District 2 area, also shown on Map A. Each Superintendent will coordinate all snow removal tasks in their assigned area using all qualified staff available and equipment to accomplish necessary snow removal operations with the following priority: At times it may be necessary to combined all crews in order to concentrate on a single area that needs attention.

1. Major public streets (main arterials and hospital emergency routes)
2. Any complaints registered
3. Residential areas
4. City-owned parking lots
5. At times it may be necessary to combined all crews in order to concentrate on a single area that needs attention



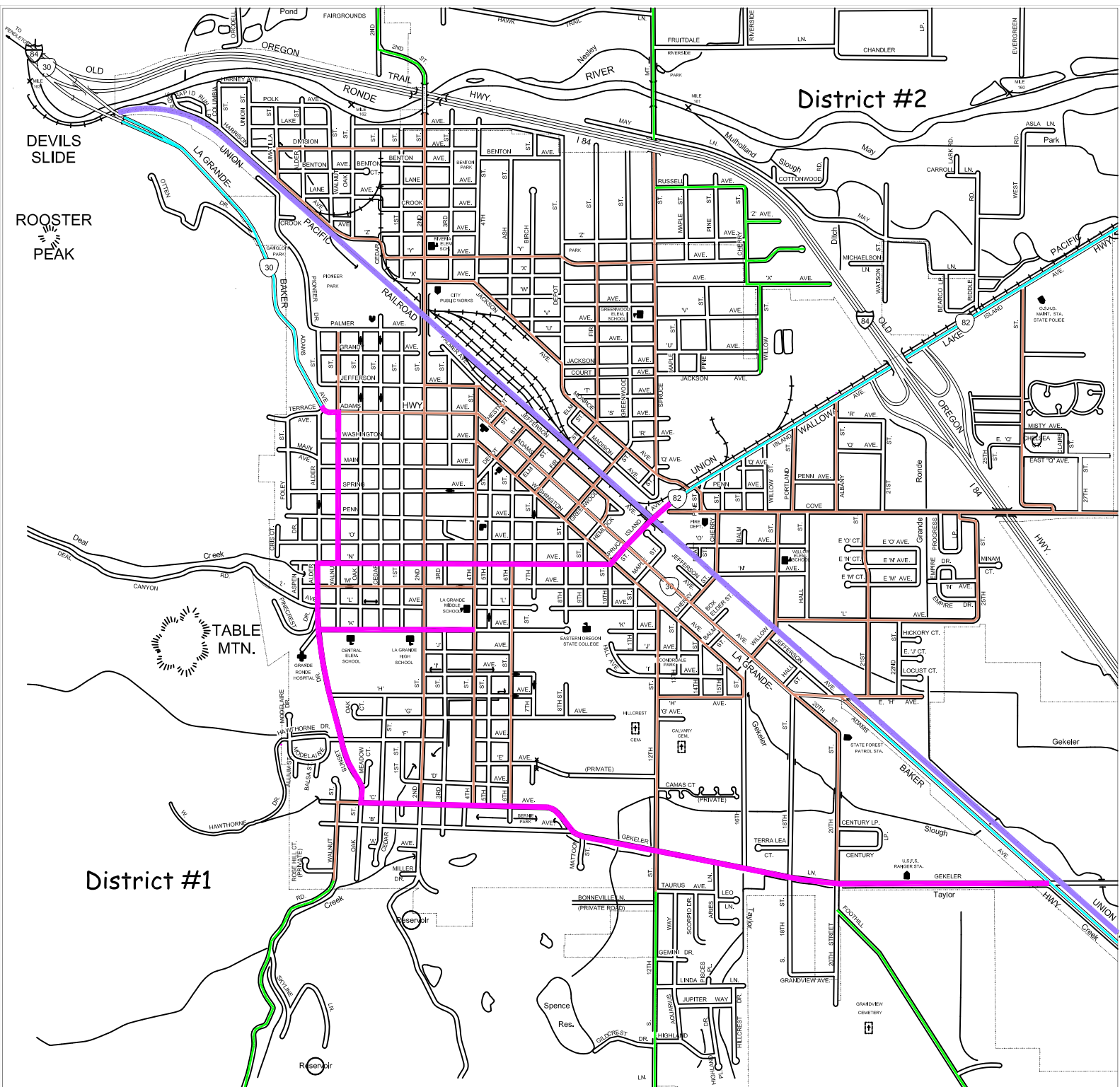
## **Snow Plowing Instructions**

Operators shall not leave assigned routes or areas unless the following conditions exist:

1. The equipment is needed to help another plow that is stuck.
2. The Superintendent in charge orders a change in route.
3. It is the drivers designated relief period.
4. The Police Department calls or the employee knows it is an emergency (police car, fire truck, ambulance assist).

Drivers must follow these guidelines:

1. Never chain plows down.
2. Plow to the outside of streets, except Adams Avenue and the central business district, leaving snow in gutter if walk is right behind curb. Place snow on curb at all other locations.
3. Push intersections clear on final pass through.
4. Check equipment before every shift and during the shift when you return to the shop area for your relief period. Check tires and plow blade height. Steel blade should be  $\frac{1}{2}$  to  $\frac{3}{4}$  inch above the street during travel. Rubber blade should ride on the street with weight on shoes. Operators should never allow the blade to ride directly on the ground. Allowing the blade to ride on the ground will cause the blade to wear out prematurely and may result in injury to the driver and damage to the equipment if the blade strikes a manhole or catch basin cover.
5. Clean off lights when needed, especially on rear of equipment. Be sure warning lights are clear. Plow with spotlights directed on the path of travel so they do not blind traffic.
6. Check windshield wipers.
7. Plow to and from the Public Works Shops if possible.
8. Call in for radio check at start of shift.
9. Report any defective equipment to your supervisor and the mechanics so an equipment work order can be developed. Never take out equipment that poses a hazard to you or to others.



## MAP 'A' - SNOW REMOVAL PLAN

- ARTERIAL, CENTRAL BUSINESS, & MAJOR ROADS —
- HOSPITAL ROUTES —
- STATE HIGHWAY —
- UNION COUNTY —
- DISTRICT BOUNDARY —

