

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
MARCH 13, 2012 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Renewal of the 2011/2012 Road Salt Contract with the State of Illinois	Resolution Ordinance ✓ Motion Discussion Only	Nan Newlon, P.E. Director of Public Works

SYNOPSIS

A motion is requested to renew the 2011/2012 contract with Cargill Incorporated for the purchase of rock salt and request an allocation of 4,200 tons. The renewal of the contract caps the unit price increase at 5%.

STRATEGIC PLAN ALIGNMENT

The goals for 2011-2018 identified *Exceptional Municipal Services*.

FISCAL IMPACT

The FY12 budget includes \$236,000 for road salt in the general fund. Council will adopt the budget for the remainder of the 2012-13 winter season as part of the FY13 budget process. This budget is sufficient to purchase approximately 3,554 tons of salt based on the maximum unit price the Village would pay under the terms of the proposed contract.

RECOMMENDATION

Approval on the March 13, 2012 consent agenda.

BACKGROUND

The Village annually requests road salt from the State contract to assure an adequate supply at competitive prices. The State contract provides the Village flexibility in the amount that is purchased, from as little as 80 percent of the requested amount (3,360 tons) to as much as 120 percent (5,040 tons) of the requested allocation. The Village participated in the 2011 bid process which yielded a unit price of \$63.24 per ton. This year, the Village has the option to either participate in the bid process or renew the existing contract. By renewing the current contract, the unit price could only increase to a maximum of 5% over last year's price, which is less than the average increase of 14% per year over the past five years.

Staff recommends that the Village renew the existing contract in lieu of participating in the new bid. The current vendor, Cargill Incorporated, provides excellent service and has consistently demonstrated the ability to provide prompt delivery in quantities that are cost-effective for storage and more mixing anti-icing agents. Furthermore, the actual increase may be less than 5%. For example, in 2010, the last time that the Village exercised the option of renewing the contract, the price increase was 0%.

Staff is confident that the amount of salt requested, along with the use of the anti-icing agent, will allow the Village to continue to meet the service objectives described in the Village Snow Removal and Ice Control Policy in a cost effective manner.

ATTACHMENTS

2011-12 Snow Removal and Ice Control Policy
 State of Illinois Documentation for Salt



MEMORANDUM

TO: Local Governmental Units Authorized to Participate in Joint Purchasing

FROM: Tim Coleman, Bureau of Strategic Sourcing,
Portfolio Manager – Commodities & Equipment

DATE: February 27, 2012

SUBJECT: Deadline for Submission of Bulk Rock Salt (Sodium Chloride)
Requirements for the 2012- 2013 Winter Season

Action Required!

The State of Illinois, Bureau of Strategic Sourcing is planning to solicit bids for highway ice control (bulk rock salt) in April or May of 2012 for the 2012-2013 winter season.

Additionally, existing contracts (**4017034, 4017035, 4017036, 4017037, 4017038**) contain a renewal option at the sole option of the State. Therefore, if you are a participant within one of those contracts and if your community's intention is to renew, then this must be identified.

If your unit of government desires to be included in this year's contract solicitation, or wishes to renew under one of the existing contracts with a renewal option, you are required to complete the copy of the attached Joint Purchasing Requisition and return it to the Bureau of Strategic Sourcing no later than 5:00 p.m. March 30, 2012. Your choice is to " BID" or "RENEW", or not to be an active participant in the State's procurement efforts for the 2012-2013 season. Note: Timeframe is firm, and will not be extended.

Note: You may confirm our receipt of your intent by visiting the CMS Joint Purchasing website. This list will be updated on March 9th, 16th, 23rd and 30th; and can be found at <http://www2.illinois.gov/cms/localgov/jpp/Pages/Default.aspx>.

The Renewal Process

If your governmental entity is a participant under one of the following contracts (**4017034, 4017035, 4017036, 4017037, 4017038**); and upon receipt of your stated desire to renew with your updated quantity requirements, the State will work to finalize the renewal on behalf of your governmental entity. Should you choose to renew, all terms and conditions shall remain the same as in the present contract, and you will be able to re-state desired quantities (with cap on quantity increases not to exceed 20% more than your past year's quantity). **Utilize Table B** (only) to indicate your intent to renew and state your desired quantity requirements.

Note: The renewal option is not available under current contracts **4016216, 4016217, 4016218, 0016219, 4016220 and you should **Utilize Table A** (only) to indicate your intent to participate and state your quantity requirements.**

The Procurement Process

Should a renewal option not exist, or should you wish to participate in the State's bid process for the 2012-2013 season, complete **Table A** (only) to indicate your intent to participate in the bid process, your minimum purchase requirement, and your desired quantities at 100%.

The State seeks to combine the needs of hundreds of governmental entities across Illinois into a single bid document in an effort to consolidate buying power, and to make it easier for vendors to respond to the individual needs of those hundreds of communities through a single bid response. Award is to the lowest responsible bidder meeting the terms & conditions of the solicitation. A single contract is completed for each vendor for all locations awarded through the competitive process. Each governmental unit places its own orders with the vendor in compliance with the contract.

CMS does not set pricing, nor does CMS buy salt for resale. Vendors offer pricing under a competitive bid process, in accordance with the Illinois Procurement Code and rules and the Illinois Joint Purchasing Act. CMS strives to utilize a consistent approach, to the greatest degree possible, in seeking to achieve as competitive of a process as possible.

Anticipated Terms – for the 2012-2013 Solicitation

This section applies to those units of government participating in the joint purchase of rock salt contract solicitation. Renewing entities will be governed under the existing contract(s). All participants will be required to abide by the respective contract terms and conditions. The major terms for the 2012-2013 season are expected to be as follows:

1. Rock salt specification shall be in accordance with AASHTO Specification M143, Sodium Chloride Type 1, Grade 1, or an acceptable approved alternate.
2. Quantities shown in the invitation for bid are estimates only. The total ton quantity submitted shall be considered sufficient to service the seasonal needs of the local governmental unit, and may be adjusted as stated herein.
3. The purchase percentage agreement is consistent with last season's bid. We are asking local government to identify their purchase percentage commitment (choose one) on the Requisition Form. (Table-A Option)

3.a. When submitting rock salt estimated usage for next winter, local governmental unit shall agree to purchase at least 80% of the amount; and the vendor shall agree to furnish not less than 120% of the awarded tonnage amount. (Please make selection on Requisition Form)

OR

3.b. When submitting rock salt estimated usage for next winter, local governmental unit shall agree to purchase at least 100% of the amount; and the vendor shall agree to furnish not less than 120% of the awarded tonnage amount. (Please make selection on Requisition Form)

Each governmental unit is responsible for ensuring that the guaranteed purchase requirement is met before the end of the season (June 30, 2013).

4. Each governmental unit shall be responsible for issuing their own purchase orders against the resulting contract.

4.a. **Governmental units are strongly encouraged to order early and to store as much salt as possible in order to help prevent potential salt shortages.** Governmental units need to make every effort to place orders in full truckload quantity of (22 - 25 tons). Requests for a quantity of less than a truckload will not be accepted.

4.b. Local governmental units reserve the right to purchase up to 50% of the total award requirements prior to November 30, 2012 and vendor shall notify each delivery point in advance of when shipment is to begin.

4.c. Vendors shall accept orders at any time during the period from the date of contract issue through the last day of the contract, or as mutually agreed upon by the vendor and contract participant.

5. Deliveries shall be accepted only on regular work days (Monday through Friday and excluding all State holidays) during regular work hours (7:30 a.m. to 4:00 p.m.), except when special arrangements have been made in advance with an appropriate agency or governmental representative at the delivery site.

All truck loads shall be covered with an approved weatherproof material, and all deliveries shall be Pre-Paid F.O.B. Destination as stated in the order document.

Truckloads containing foreign material such as mud, rocks, etc., may be rejected at the delivery site, and a replacement shipment scheduled by the contract vendor.

The State and Local Governmental Units reserve the right to require that some trucks occasionally be directed to a scale in the vicinity of the delivery point as a check on delivered truckloads.

Deliveries are to be made as soon as possible after receipt of an order, maximum time from receipt of an order placed by local governmental units after December 1st shall not exceed seven working days, or as modified by Contract Order Guidelines.

Each governmental unit shall be responsible for the processing of vendor invoices in a timely manner to ensure prompt payment.

6. CMS intends to continue to include a liquidated damages clause similar to the following: From December 1, 2012 thru April 1, 2013; if the vendor is unable to make delivery within the required working days, governmental units shall have the right to retain \$.20 per ton per calendar day as liquidated damages on the undelivered portion of the order. If after seven days of liquidated damages assessment, the vendor has still failed to deliver as required, governmental units shall reserve the right to take action to remedy the failure of vendor performance in accordance with the contract.

7. For contract performance protection, the State will secure a performance bond from the contracted vendor, valued at 20% of the total of the contract award dollar value.

8. In December 2012 the contract vendor(s) shall be required to have stockpile(s) in place located in or near Illinois covering 100% of the total tonnage awarded for the northern regions of

the State, and in January of 2013 the stockpile(s) located in or near Illinois covering 100% of the tonnage awarded for all other regions of the State.

The contract price shall remain firm for the entire contract period up to the maximum 120% guaranteed limit. Local governmental unit requirements over the maximum 120% purchase threshold will be supplied by the vendor upon mutual agreement of the parties.

In the case of an emergency, efforts shall be made to have the vendor ship enough salt to aid affected local governmental units through the emergency situation.

This is an Opt-in Process

Participation in the State's procurement process for rock salt is voluntary, an opt-in process. CMS has no method to ensure vendor participation, nor control vendor price offerings in the competitive bid process.

Local Communities are not inhibited nor restricted from seeking bids independently should they choose to do so. However, by indicating through this requisition process your desire to either renew or to participate in the upcoming bid process, you are committing your entity's participation. The State will act in accordance with your submitted requisition.

We ask that you give immediate attention to this matter and allow reasonable mailing time or fax response submittal to ensure that we receive your salt request prior to the deadline. Return your Joint Purchasing Requisition via mail or facsimile, **or both**, no later than **5:00 p.m. March 30, 2012**. Note that this **deadline is firm**, and will not be extended.

Note: You may confirm our receipt of your intent by visiting the CMS Joint Purchasing website. This list will be updated on March 9th, 16th, 23rd and 30th; and can be found at <http://www2.illinois.gov/cms/localgov/jpp/Pages/Default.aspx>.

We thank you for your consideration and welcome your participation in the upcoming bid. Any questions you have in completing the form or concerning the rock salt bid/contract can be directed to the following:

Wayne Ilsley, CPPB, Buyer
Department of Central Management Services
Bureau Of Strategic Sourcing – Commodities & Equipment
Room 801 William G. Stratton Office Building
401 South Spring Street, Springfield, IL 62706
Phone: (217) 782-8091 Fax: (217) 782-5187



ILLINOIS

JOINT PURCHASING REQUISITION

PLEASE RETURN TO:

Illinois Department of
 Central Management Services
 801 Wm. G. Stratton Building
 401 S. Spring Street
 Springfield, IL 62706
 Fax: (217) 782-5187

Joint Purchasing #: _____

Government Unit: _____

Mailing Address: _____

City / State / Zip: _____

County: _____

Contact Person: _____

Telephone Number: _____

Fax Number: _____

Contact Email: _____
please provide Email Address

Date: _____ / _____ / 2012

Delivery Point

NOTE: COMPLETE ONLY ONE TABLE – Either “Table A” or “Table B” below

TABLE A			
Complete this table to have the State SOLICIT BIDS for your governmental entity			
ITEM DESCRIPTION	QUANTITY (Total Tonnage)	UNIT OF MEASURE	AMOUNT BUDGETED (Local Governmental Use Only)
AASHTO M143 Road Salt or Equivalent	_____	TONS	_____
ROAD SALT, BULK (22-25 Ton /Truckload)	_____	TONS	_____
Please note your Purchase Commitment Percentage for total tonnage quantity stated above (you must choose one):			
OPTION 1 _____ 80% minimum purchase requirement/120% maximum purchase requirement			
OPTION 2 _____ 100% minimum purchase requirement/120% maximum purchase requirement			

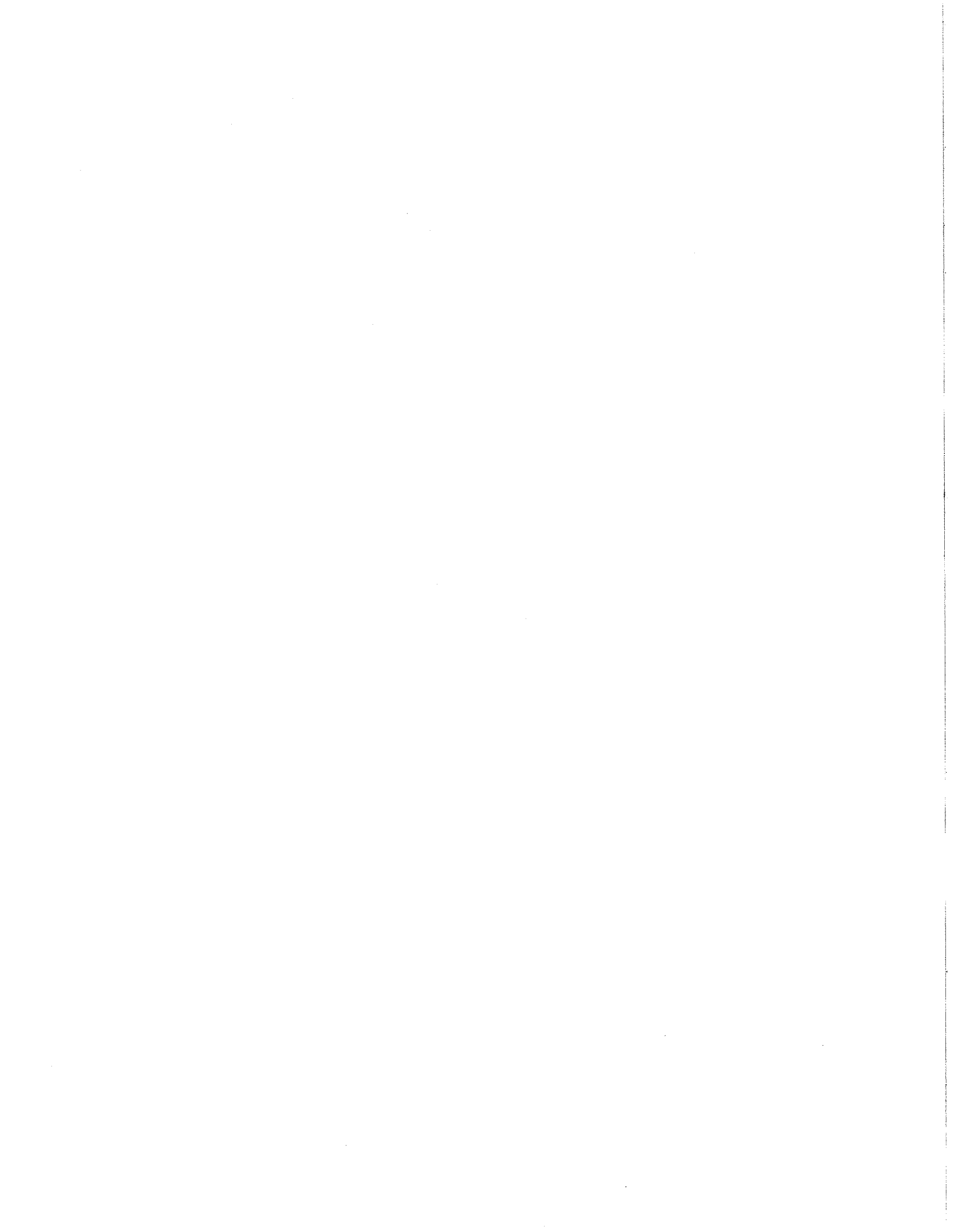
TABLE B			
Complete this table to have the State RENEW for your governmental entity (ONLY)			
ITEM DESCRIPTION	QUANTITY (Total Tonnage)	UNIT OF MEASURE	AMOUNT BUDGETED (Local Governmental Use Only)
AASHTO M143 Road Salt or Equivalent	_____	TONS	_____
ROAD SALT, BULK (22-25 Ton /Truckload)	_____	TONS	_____
Note: Renewal is available ONLY under contracts 4017034, 4017035, 4017036, 4017037, or 4017038 for the 2012-2013 season. Your quantity may not exceed more than a 20% increase of last season's quantity, and price cannot increase more than 5% of last season's price. Other Terms & Conditions of Contract will remain the same as last year. Check renewing contract: Contract 4017034 (___) Contract 4017035 (___) Contract 4017036 (___) Contract 4017037 (___) Contract 4017038(___)			

I certify that funds are available for the purchase of the items on this Requisition and that such items are for the sole use of this governmental unit, and not for personal use of any official or individual or re-sale.

In addition, I agree to abide by the Joint Purchasing Procedure established by the Department of Central Management Services.

 SIGNATURE OF AUTHORIZED OFFICIAL OR AGENT

 TITLE



VILLAGE OF DOWNERS GROVE SNOW REMOVAL AND ICE CONTROL POLICY 2011/2012

I. GOALS OF THE PROGRAM

The primary goal of the Village's snow removal and ice control program is to maintain safe travel routes during and following snowstorms, as well as to restore mobility for the traveling public within a reasonable time frame following cessation of storm conditions. To accomplish this goal, the Public Works fleet is equipped with plows and computerized salt spreaders. Personnel are trained in the use of snow removal and salting equipment to ensure efficiency.

II. PROGRAM OBJECTIVES

The main objective of the program is to provide for an organized response and uniform standard of maintenance that enables reasonably safe travel during winter storms while minimizing environmental impacts to the extent practicable on Village streets, Village parking lots and downtown business district sidewalks. Snow removal 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.

A. TARGET LEVEL OF SERVICE: The target level of service is bare pavement. It is defined as "all driving lanes clear of snow and ice between the outer edges of the wheel paths and less than 1 inch of accumulation on the center of the roadway." The effectiveness of rock salt on Priority 3 roadways is very limited by the low traffic volume on those streets. Priority 3 roadways will be kept passable, and if possible, bare pavement. The ultimate goal is still completely clear roadways.

B. ROADWAYS: Different targets for attaining bare pavement are established according to Average Daily Traffic volumes (ADT).

Priority 1 Primary roadways are roadways with the highest traffic volume, roadways adjacent to schools, and roadways leading to Good Samaritan Hospital. Priority 1 streets have an average daily traffic of 2,000 to 10,000 cars, with a few as high as 20,000 cars. These are roadways generally considered arterial and collector roadways.

Priority 2 All other secondary roadways with average daily traffic of 200 to 1,999 cars.

Priority 3 Cul-de-sacs and dead-ends with average daily traffic of less than 200 cars. 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.

1. The bare lane target for the most heavily traveled roads (Priority 1 and Priority 2 roadways) is within twelve (12) hours after the storm's completion.
2. The bare lane target for the least heavily traveled roads (Priority 3 cul-de-sacs and dead-ends) is 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. DOWNTOWN SIDEWALKS AND STATION PLATFORMS:** The bare surface target for all downtown business district sidewalks and train station platforms (Main St. and Fairview Ave.) is 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. Metra is responsible for clearing the train station platform at the Belmont Road station.
- D. CIVIC CENTER:** The Building Services Department applies granular deicing material on sidewalks and stairways at the Civic Center site. Plowing of the Police Department parking area shall be coordinated between the Police Sergeant and Public Works Snow Supervisors on duty as several Police vehicles need to be relocated prior to the Police parking being plowed. This area may be plowed with the assistance of Building Services personnel weekdays between 7:00 a.m. and Midnight. Of historical note, the area of most concern is the driving lanes in the lower Police Department parking area. Plow drivers assigned to this plow route shall make a pass through the driving lanes while clearing Priority 1 roadways to salt and plow until a complete plowing can be scheduled.
- E. FIRE STATIONS:** Parking lots for Fire Stations 1, 2, 3 and 5 shall be completely plowed in conjunction with Priority 3 roadways. Plow drivers whose routes include these station sites shall plow a travel lane while clearing Priority 1 roadways.
- F. PARKING LOTS/DECK:** All Village parking lots and the downtown parking deck 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.

- G. WINDROWS AND LARGE SNOW PILES:** All windrows and large piles of snow in parking lots and the downtown parking deck will be removed beginning with the first available night shift following a storm. This process may require several nights.
- H. SCHOOL CROSSWALKS WITH CROSSING GUARDS:** In recognition of difficulties experienced following heavy snowfalls, the Village will assist with clearing school crossings when snowfalls are greater than four (4) inches in depth. This assistance becomes available as Public Works personnel and equipment finish clearing public streets, Village parking lots and downtown business district sidewalk areas.

The following is a list of the school crosswalks with crossing guards:

Prairie and Belmont	Parrish and Venard	39 th and Highland
Oakwood and Grant	Oakwood and Prairie	Main and Franklin
Prairie and Highland	Prairie and Douglas	Lincoln and Fairview
Hill and Fairview	Hill and Blodgett	Dunham & Jefferson
59 th and Blodgett	Norfolk and Powell	Dunham and Palmer
6800 Fairmount	Florence & Indianapolis	Jefferson & Hillcrest
Seeley and Grant		

- I. ALLEYS:** The Village does not plow or salt any alley rights-of-way outside of the Central Business District.
- J. ROADWAYS MAINTAINED BY OTHERS:** State and County roadways, 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.

III. SNOW REMOVAL AND ICE CONTROL RESPONSIBILITY

The responsibility for providing snow removal and ice control for the Village’s 167 centerline miles of streets, 333 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 rests entirely with the Department of Public Works. Snow and ice control is considered emergency work in that streets must be cleared any time of the day or night. Because of the potential hazard to the motoring public and high incidence of overtime involved in this program, careful planning and preparation must be done prior to the snow and ice season. This planning process is made considerably more difficult due to the variable conditions encountered during each storm. Such things as the rate of accumulation of snowfall, moisture content, temperature, time of day or night, wind direction, velocity and duration are all factors that interact to create a unique aspect for each storm with the result that no two storms are ever identical.

IV. PERSONNEL

- A. EMPLOYEES:** All Public Works employees including maintenance workers, engineering technicians and fleet technicians shall have a part in snow and ice removal. These personnel shall work all functions of snow and ice removal using all types of equipment, trucks and hand shovels. Division Managers from Forestry & Grounds, Water, Streets and Fleet Services shall have a supervisory role in snow and ice removal. These employees shall maintain adequate supplies of salt and additional materials; make personnel assignments, and monitor snow and ice conditions. Clerical staff shall have a supporting role answering and appropriately routing calls from the public.
- B. TEAMS:** The Public Works Director, or designee, shall assign teams during October and shall post the team sheet on the Public Works Bulletin board. Employees are assigned to either of two teams (Blue or Orange).
- C. TEAM SHIFTS:** As necessary during snow/ice events, the blue and orange teams shall be assigned to 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 subsequently discussed in Section E (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. POSTED SNOW TEAMS AND SCHEDULES:**
- 1. TEAM LIST:** The team list includes assigned supervisors, route drivers, the downtown crew and backup employees.
 - 2. TEAM SCHEDULE:** The team schedule covers the period from October 31, 2011 to the week of April 9, 2012.
- E. 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 Monday's 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.
- F. FLEET SERVICES:** Fleet technicians shall be assigned a weekly rotating schedule to accommodate night shifts should there be required repairs during snow and ice removal operations. Technicians will be called in concurrent with plowing operations, and at the Supervisor's discretion during salting operations.

The fleet technician rotation schedule shall be posted on the Public Works Bulletin board.

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

H. OVERTIME PAY AND COMPENSATION:

1. **Exempt employees:** All exempt Public Works staff shall be compensated in accordance with the Personnel Rules and Regulations.

2. **Non-exempt employees:** Overtime pay shall be paid to all non-exempt staff as referenced in Section 2.9.2 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.

3. **Non public works employees:** Any non-Public Works personnel staff shall be compensated in accordance with the Personnel Rules and Regulations. These employees shall be paid at a straight fee as designated by the Village Manager.

I. CALL-OUT PROCEDURE: Supervisors shall call in crews as shown on the team schedule on a rotation of 12 hours on and 12 hours off. This shall be at the discretion of the Supervisors, depending on the anticipated strength and/or arrival time of the pending event.

J. SENDING HOME EARLY: Should a significant 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 may 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 decision to send

employees home early will be at the discretion of the on duty Supervisors subject to available weather forecasts.

When a snow work shift starts before midnight and the following day is a workday (Monday through Friday), and not a Village holiday, minimum payment for hours worked between midnight and 7 a.m. shall be five (5) overtime hours. This shall not apply to a work shift that starts after midnight.

K. 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 N (Discipline).

L. FIRST RESPONSE EQUIPMENT ASSIGNMENTS: Once called in, employees will be assigned work areas and equipment. If a full team is present and available, route drivers will be assigned their normal route and truck, and downtown personnel will be assigned equipment for the downtown. If personnel shortages occur due to scheduled vacations, illnesses or other leaves of absence, some personnel from the downtown crew may be assigned to routes. Backup employees from Engineering will be used as necessary. At a minimum, two people shall be in equipment for the downtown sidewalks.

M. VACATION AND TIME OFF REQUESTS: All employees listed in Section A shall adhere to the following guidelines 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 compensatory time. Requests for time off during snow and ice removal season shall be granted at the discretion of the Assistant Director of Public Works - Operations. Outside of that is at the Division Manager's discretion.

1. Snow and Ice Removal Season is defined as that period of time from December 1st until March 21st of the following year. Though snow and ice removal activities may occur before and after these dates, historically the majority of storm events have occurred during this time period.
2. A maximum of two non-exempt employees and one supervisory employee from each snow removal team, and one mechanic from fleet staff, may be granted time off on any given workday during the designated snow and ice removal season. 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. Any employee may be granted time off on a given day, in addition to employees granted time off according to the terms of paragraph two above, with the understanding that they shall be required to perform snow

and ice removal functions should they be called upon by an on-duty Supervisor.

4. Individuals who request 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.
5. In order to insure all employees the opportunity to take time off from work during December 1st and March 21st, time off without obligation to snow and ice removal shall be limited to a maximum of seven consecutive days during the snow and ice removal season. 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.
6. Time off granted during the time period covered in this policy will be posted once granted on the Public Works calendar in Microsoft Outlook. Employees can request time off according to this policy after October 1st of the given year. All requests shall be reviewed in the order with which they are received. Time off requests shall be requested by the employee in writing or electronically to Assistant Director of Public Works – Operations or his/her designee.
7. Approved days will correspond to the shift schedule of the employee. If the shift begins at 7:00 p.m., the approved time slot will extend until the end of the shift at 7:00 a.m. the following day.
8. The Director of Public Works may allow exceptions to the number of employees granted time off or to the length of time allowed off at his discretion.

N. 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.

V. EQUIPMENT AND RESOURCES

A. ROUTE TRUCKS: Front-line vehicles for snow and ice removal are kept ready for any storm event and include 5-ton and 10-ton trucks. Several backup trucks are kept in case of truck breakdowns and for other emergencies. All front line trucks have plows that are 11' wide.

- B. CUL-DE-SACS, DEAD ENDS, AND PARKING LOTS:** Vehicles for plowing cul-de-sacs, dead ends, and parking lots include 1-ton trucks with 8' wide plows, three rubber tired loaders with plows and a backhoe with a plow.
- C. DOWNTOWN SIDEWALKS AND TRAIN STATION PLATFORMS:** Machines for downtown sidewalks and platforms are narrower for the tighter spaces in the downtown and station platforms.
- 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 downtown.
- E. CONTRACT PLOWING:** If it is advantageous for the Village to contract for snow removal in a subdivision, the Village will consider contracting with the subdivision's service for snow removal in the right-of-way of that subdivision. In these subdivisions, contractual plowing occurs when snowfalls exceed 2 inches. Currently, there are seven subdivisions: Mistwood (Mistwood and Braemoor), Villas of Bending Oaks (Durand, Tamarack, Aspen, Chase), Chesapeake (Ashbury, Baybury, Canterbury), Kensington & Springside (either side Prentiss from Springside to Woodward), Hidden Pines, Townhomes of Belmont Woods, and Villas of Maple Woods.
- F. ROAD SALT:** The Village has a storage dome facility at the Public Works Building (5101 Walnut Avenue) that can hold approximately 2,500 tons of road salt. Road salt is purchased through a State of Illinois Joint Purchasing contract with an annual Village commitment. An additional 800-1,000 tons can be stored under a roof with tarps next to the Fleet Services Facility.
- G. LIQUID DEICING MATERIAL:** The Village has the capability to store about 20,000 gallons of liquid for pre-wetting of salt. For 2011-12 this liquid will be Geomelt which when added to salt, improves the melting of snow and ice at temperatures below 20 degrees Fahrenheit.
- H. ICE MELT:** The Village has the capability of storing sufficient quantities of de-icing product for the downtown sidewalks.
- I. ANTI-ICING LIQUID:** The Village has the capability of storing sufficient quantities of anti-icing liquid for pre-treating downtown sidewalks.

VI. SNOW ROUTES, SALTING, PLOWING SNOW AND ICE THRESHOLDS

- A. ROUTES, MAPS AND CHECKLISTS:** Village roadways are divided into 10 routes. Color maps are printed, laminated, and stored in binders at the Public Works facility for staff use. All cul-de-sacs and dead-ends are numbered and checklists are printed for staff use. The following table lists the mileage and number of cul-de-sacs and dead-ends in each route.

Route	Total (Centerline) Miles	Priority 1 (Centerline) Miles	Cul-de-sacs Dead-ends	Truck
1	13.482	6.718	20	10-ton
2	15.157	6.262	56	5-ton
3	19.463	4.030	21	10-ton
4	20.367	8.466	23	10-ton
5	16.193	5.779	12	5-ton
6	18.044	5.396	47	5-ton
7	20.640	8.236	37	10-ton
8	15.646	4.998	66	10-ton
9	15.292	5.891	38	10-ton
10	12.649	6.397	13	5-ton
Total	166.933	62.173	333	

- B. SALTING:** Under normal conditions, salting alone may be sufficient to melt 1" to 1.5" of snow on all Priority 1, Priority 2, and Priority 3 roadways. Salt spreaders are calibrated for specific pounds per lane mile and will be set such that minimal salt will bounce from the roadway onto the parkway vegetation and trees.
- C. PLOWING THRESHOLD:** Plowing will occur when the accumulation of snow on streets exceeds one and a half inches (1.5") to two inches (2.0"), 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 push up and over curbs wherever open areas exist between driveways, fire hydrants and mailboxes. Plowing requires all front line 5-ton and 10-ton trucks, and then all 1-ton trucks and front end loaders to complete cul-de-sacs and dead-ends. Plowing may require 4 to 5 passes on a two-way roadway. Heavy snowfalls may require more than 5 passes.
- D. 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.

VII. DOWNTOWN SIDEWALKS, STATION PLATFORMS, PARKING LOTS

- A. DOWNTOWN SIDEWALK AND PLATFORM CONSIDERATIONS:** Operations within the downtown 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 downtown sidewalks within the Special Service Area, train station platforms and the parking deck 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 surface.
- C. SNOW AND ICE REMOVAL:** Snow accumulations on downtown sidewalks and train station platforms shall be physically removed with a broom, plow or blower on the compact articulated 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 downtown sidewalks and train station platforms will be treated with a de-icing material should icy conditions exist.
- D. PARKING LOTS/DECK:** 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 downtown may become necessary to avoid placing additional snow back on the downtown 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 (9 p.m. to 5 a.m.) 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.

VIII. WEATHER FORECASTING

- A. **PROFESSIONAL WEATHER FORECASTING SERVICE:** 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. The service shall call the on-duty supervisor with a meteorological report and a printed copy shall be sent to the Public Works fax machine.
- B. **DTN WEATHER SERVICE:** In order to monitor the progress of storms, the Public Works facility has a DTN Weather Center. This system enables the Department to view various satellite maps including Doppler radar and check on future weather conditions in various time intervals.
- C. **OTHER:** It is recognized that forecasts will occasionally be in error and operational plans may change. Public Works personnel shall use a combination of reports from contracted weather services; media weather reports, online satellite data and personal experience to adapt snow removal operations to the current conditions.

IX. STORM RESPONSE

- A. **PRE-STORM ACTIVITIES:** 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 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. Trucks may be sent out on the roads to monitor changing conditions and to contact the Supervisors as instructed.
- B. **STORM RESPONSE:** The on-duty Supervisor assigns personnel, equipment, and salting rates based on the type of storm. Employees called in for snow duty shall complete a minimum of one salting of their entire route. Route drivers and downtown personnel shall contact an on-duty Snow Supervisor at regular three-hour intervals, and at any time prior to leaving their assigned route or the downtown to ensure safety and monitor progress. For example, the night shift beginning at 7:00 p.m. shall contact an on-duty supervisor at 10:00 p.m., 1:00 a.m. and 4:00 a.m. Salting, plowing, and ice control activities progress as stated previously, and teams rotate as needed until the storm event has finished and all

salting, plowing and ice control activities have been completed and the goals of the Snow Program have been met.

- C. POST-STORM ACTIVITIES:** Employees involved in snow removal shall be responsible for fully fueling vehicles and equipment at the end of their respective shift.

All 5 and 10 ton plow trucks shall receive a post storm mechanical inspection from the Fleet Services Division following plowing operations. This inspection shall be scheduled by the Fleet Services Manager.

The day shift staff on-duty following a storm event shall be responsible for thoroughly cleaning snow removal vehicles and equipment. Trucks and equipment shall be steam cleaned with the pressure washer in the wash bay at the Public Works Facility. Dump bodies shall be raised and the sub-frame of the body and chassis frame rails, spinners and spreaders shall be free of salt and other deicing material. Vehicle interiors shall be cleaned of all wrappers, cups and other garbage. Seats and dash boards shall be wiped down and interior cab floors shall be vacuumed. Windows shall be cleaned inside and out. Employees shall be released to their normal work detail following an inspection completed and approved by the on-duty Supervisor overseeing post-storm activities.

- D. “NO PARKING” ENFORCEMENT:** In order for the Public Works Department to plow streets efficiently, it is critical that parking be prohibited on streets when snowfalls exceed three inches. It is also critical that such parking prohibitions be rigidly enforced. At the present time, Chapter 19 of the Municipal Code reads as follows:

19-9. Emergency during snow storm—When to exist.

An emergency is declared to exist within the Village whenever snow falls to a depth of three inches or more during any period of twenty-four hours or less. Such emergency shall continue to exist for a period of forty-eight hours or until such earlier time as snowplowing and removal operations have been declared completed by the Director of Public Works. (Ord. No. 843, § 13.)

19-10. Same—Illegal parking of vehicles.

During a snow emergency it shall be unlawful for any person to park or cause to be parked any vehicle of any kind or description on any public parking lot or any street between the hours of 9:00 P.M. and 6:00 A.M., except as specified under Section 19-11; provided, that vehicles may be stopped not longer than five minutes for loading or unloading of passengers or thirty minutes for loading or unloading of materials at all places where such parking is otherwise permitted. (Ord. No. 843, § 13; Ord. No. 1137, § 1.)

The Police Department shall be requested to make every effort to strictly enforce

the above Sections.

- E. **PRIVATE SNOW PLOWERS:** The depositing of snow from private property onto streets is strictly prohibited. At the present time, Chapter 19 of the Municipal Code reads as follows:

19-21.1. Depositing of snow on the paved portion of streets prohibited.

It shall be unlawful for any person, other than authorized Village personnel, to:

- a. Plow or otherwise remove snow or ice from private property and deposit the same on any Village street, sidewalk or right-of-way in such a manner as to decrease the drivable width on any such street, impede the normal routing of pedestrian traffic, or significantly hamper Village snow removal efforts.
- b. Plow or otherwise remove snow or ice from private property in such a way as to block the vision of motorists at any intersection, prevent parking at the curb or cover fire hydrants. (Ord. No. 2361, § 1.)

The Police Department shall be requested to make every effort to strictly enforce the above Section.

- F. **RECORD KEEPING:** To document performance, ensure quality control, and monitor equipment and material usage, record keeping is essential. The on-duty supervisor will be responsible for beginning their shift by complying with the Public Works Department's Low Level Emergency Response Procedure. After every work shift, the on-duty supervisor will submit a post-event report.

X. 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 parkway damage resulting from excessive salt be restored.
- 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.

XI. 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. COORDINATION WITH OTHER PUBLIC WORKS ACTIVITIES:** It is recognized that snow removal is not the only function performed by the Public Works Department during the winter months. It has become commonplace 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 staff.
- C. 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 on private property, 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.
- D. 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.
- E. MUTUAL AID:** Contacts with other municipalities are maintained in case of emergency.

XII. DEPARTURE FROM POLICY

It is recognized 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, Assistant Directors 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.