



# **City of Junction City**

## **Policy**

# **Standard Operating Procedures for Snow and Ice Operations**

City Commission Adopted: October 16, 2012  
Amended: August 6, 2013

## Overview

The City of Junction City, through the Department of Public Works (DPW) strives to provide unmatched snow and ice control services keeping streets safe and drivable for all Junction City residents, businesses and visitors during the winter season. Because of the critical nature of this task, the City has developed a “**Standard Operating Procedures for Snow and Ice Operations**” designed to prioritize roadway clearing efforts and make efficient use of staff and financial resources.

- The City’s **Mission will be** - Provide safe and reliable traffic flow on all City streets
- The City’s **Vision will be** - Be a leader in the provider of public services
- The City’s **Values will be** - On Customer Service, Leadership, Innovation and Teamwork

## Scope of Responsibility

The City of Junction City, through the DPW is responsible for the snow and ice control for the City on municipal owned and operated streets within the City limits. On certain streets and roads that are on the borders with the County (Geary) and State KDOT (Kansas Department of Transportation), agreements stipulate which parts will be handled by City or by the other agencies.

City parking lots are handled by the City of Junction City. These include the on-street parking stalls in the downtown area (Central Business District) and North Park. Parks & Recreation/ Building Maintenance and DPW staff share the sidewalks around the City Facilities and Parks.

The City does not treat private streets, parking lots or driveways as part of this program. The City is not responsible for snow and ice control on sidewalks except those immediately abutting or designated within Municipal Facilities or properties.

As a resident, homeowner and business owner, you can aid our community during the winter months by keeping sidewalks clear of accumulated snow and ice, as required per City Ordinance. When clearing your sidewalks and driveways, keep in mind it is a violation of City ordinance to shovel snow into public roadways; this could potentially cause vehicular accidents and/ or obstruct safe and free movement of vehicles. Additionally, please do not park in the street during snowfalls. Cars parked in roadways hinder the ability of the DPW to plow roads. Please realize when the DPW plows, some snow will be deposited at the end of your driveway, or up against your mailbox and it is your responsibility to clear your own driveways and mailboxes.

## **Level of Service**

It is the expectation of our citizens and business owners that we keep all of the City streets sufficiently passable during and following a winter weather storm. To accomplish this task, the City will provide, to the extent reasonably possible, effective and efficient measures consistent with standard practices to restore mobility. Due to the many variables associated with each winter storm, each snow event is unique. Factors that influence when and what measures we use to fight the storm include: air and pavement temperatures, wind speeds and directions, precipitation rates and types, time of onset, duration and traffic activity. Availability of equipment, personnel and materials are key factors that affect the effectiveness of snow and ice control efforts.

## **Prioritization**

Every municipal street is classified according to the following:

- **Priority 1 --- Major Arterial Thoroughfare** (Examples: Washington, Jackson, Ash, Eisenhower)
- **Priority 2 --- Major Collector Thoroughfare** (Examples: Grant Ave., McFarland, Franklin, Chestnut)
- **Priority 3 --- Residential Streets**

There are streets in the City of Junction City designated as an “**Emergency Snow Route**”. The City Ordinance, Chapter 315, Section 315.010 explains the Snow Emergency Regulations and who can declare a Traffic Emergency. (***Emergency Snow Route Streets See attachment A.***)

- Declaration of Traffic Emergency can be called whenever snow has accumulated or there is a possibility that snow will accumulate to such a depth that snow removal operations will be required.
- The City Manager, or in his/her Designee, may declare a traffic emergency, and until such traffic emergency is terminated.
- Once a snow emergency is declared, vehicle owners will have two hours to move their cars out of the street. Vehicles that are not moved can be towed, and the owner will have to pay fine and towing costs.
- The public will be notified of snow emergency declarations via announcements in the media such as newspaper, radio, television, City website and cable television information channel 3.

Snow and ice control measures are done to achieve and maintain relatively safe traffic movements on public streets by spreading a salt and sand mixture and then plowing the excessive snow off the streets. Snow control efforts will begin in a reasonable time period by following the priority ranking of streets. Efforts are first concentrated on the Priority 1 and Priority 2 streets that carry

the most traffic before residential and other low volume streets and cul-de-sacs are handled.

- The **minimum level** of service for thoroughfares is to clear the through lanes down to a packed snow cover.
- The **best level** of service is reached when the major arterials and collector streets are down to “bare pavement” clear of snow and ice from curb-to-curb. Reaching that goal takes time which is affected by the variables of the winter storm conditions, traffic activity and amount of materials applied. The width of certain streets and number of turn lanes also are factors.
- For **residential** and **cul-de-sacs** the acceptable level of service is to provide a drive surface where the street may still have snow or packed ice on it but plowing and material application allow a vehicle to travel the street safely on at least one center lane.

### ***Special Attention***

Special attention will be given whenever practicable to grades, curves, bridges or other locations known to be more difficult or hazardous to negotiate by vehicle or that may provide access for certain institutional, academic or social commercial traffic generators. (Examples: hospitals, churches, nursing homes, schools, 6<sup>th</sup> street).

It is the City’s intent to continue winter storm control operations until all the streets meet at least the **minimum level** of service mentioned above. That level allows adequate ease of movement by a properly equipped and prudently operated vehicle. Travel delays may be likely as the street widths are reduced and the surface conditions require slower speeds.

As time and weather permit and as is cost-effective, the City will continue with plowing and material applications to achieve bare pavement curb-to-curb on all the streets. It is the City’s policy to practice salt/sand conservation through careful application. Salt/sand is a very effective and economical chemical for snow and ice control but over application wastes money, depletes critically needed stockpiles and creates environmental problems.

- **Bridges and overpasses:** Should be plowed at reduced speed to avoid pushing snow over the railings onto traffic below.
- **Roundabouts and traffic calming:** Through roundabouts and other traffic calming objects have been designed so that large plow trucks can pass through or around, they may still present difficulties. Operators should report to the supervisors whenever they are having problems with these.

- **Hills and sharp curves:** Supervisor will inform operators of locations that may need repeated plowing and material treatment.
- **Institutional and event –demand:** The timing and severity of a specific storm may require shifting trucks to locations that are temporary heavy traffic generators, such as schools, and are not Priority 1 or 2 routes. Supervisors will determine on as-needed basis if trucks need to alter their route patterns.
- **Citizen requests:** Dispatchers and other call takers will inform citizens requesting immediate service on a street because of an emergency to call 911. The Police will confirm if it is a true emergency; if so, then the nearest available plow truck will be sent to handle the situation. In other situations, the dispatcher will relay the request/complaint to a supervisor.

### **Winter Storm/ Snow Categories**

- **Category 1 ---** 2 Inches or less of snow. All snow routes rated priority 1 and 2 streets are to be treated with deicing materials (salt or salt/sand mix).
- **Category 2 ---** 2 to 3 Inches of snow. All snow routes rated priority 1 and 2 streets are plowed and treated with deicing materials (salt or salt/sand mix).
- **Category 3 ---** 3 to 4 Inches or more of snow. Priority 1 and 2 streets are plowed and treated with deicing materials (salt or salt/sand mix) until storm subsides. Priority route 3 streets are treated with deicing materials (salt or salt/sand mix) and plowed when necessary.
- **Category 4 ---** Major snow storm or snow emergency amounting to 4 inches or more inches of snow. Concentration is given to priority routes 1 and 2 streets which are plowed and treated with deicing materials (salt or salt/sand mix.). Priority routes 3 streets will be attend to after Priority 1 and 2 streets are passable.

## **Communications**

### **Public Relations: Citizen Complaints or Requests; Media Contact**

The phone number for citizens to report problems or inquire about street conditions is **(785)-238-7142**.

All valid complaints and reports will be recorded in a database file and frequently checked by the duty supervisors during and after a storm.

During the snow season there may be instances where snow removal equipment and efforts result in the inadvertent damage to lawns and mail boxes. Should this be the case, please contact the DPW at (785) 238-7142.

### **Most Frequently Asked Question:**

**Q.** Why do they plow snow into my driveway?

**A.** When citizens file complaints about their driveways being windrowed shut, they need to understand that it is a natural and expected consequence of clearing snow from streets. It is our policy **NOT** to remove windrows from driveways. Supervisors will investigate each complaint to determine if proper plowing procedures were followed.

**ATTACHMENT A  
City of Junction City  
Emergency Snow Routes**

**Ash Street from Chestnut Street to West City limits.**

**Caroline Avenue from McFarland Road to Golden Belt Boulevard.**

**Chestnut Street from Eisenhower Drive to the East City limits.**

**East Street from Chestnut Street to Eighth Street.**

**Eighth Street from West City limits to East Street.**

**Eisenhower Drive from Westwood Boulevard to Ash Street.**

**Elmdale Avenue from Westwood Boulevard to Twenty-First Street.**

**Eighteenth Street from Washington Street to Jackson Street.**

**Fifth Street from Eisenhower Drive to Washington Street.**

**Filley Street from Sixth Street to Eighth Street.**

**Fourteenth Street from Jackson Street to Westwood Boulevard.**

**Fox Sparrow Court from Wildflower Drive to Spring Valley Road.**

**Franklin Street from Grant Avenue to Chestnut Street.**

**Golden Belt Boulevard Drive from US 77 to Washington Street.**

**Grant Avenue from Washington Street to East City limits.**

**Hickory Lane from Strauss Boulevard to Liberty Hall Road.**

**Jackson Street from Golden Belt Boulevard to Eighteenth Street.**

**Jefferson Street from Ash Street to Eighteenth Street.**

**Johnson Drive from Westwood Boulevard to Seventeenth Street.**

**Lacy Drive from US 77 to Spring Valley Road.**

**McFarland Road from Spring Valley Road to Eisenhower Drive.**

**Monroe Street from Ninth Street to Eighth Street.**

**Ninth Street from Jefferson Street to Monroe Street.**

**North Park Drive from Thompson Drive to Rucker Road.**

**Patriot Drive from Veteran's Drive to Victory Lane.**

**Pearl Drive from Saint Mary's Road to Valley Drive.**

**Rucker Road from Eighth Street to West City limits.**

**Saint Mary's Road from Ash Street to Caroline Avenue.**

**Sandusky Drive from Jack Lacy Drive to Ash Street.**

**Sawmill Road from Sutter Woods Road to Wildflower Drive.**

**ATTACHMENT A  
City of Junction City  
Emergency Snow Routes  
(Continued)**

**Seventh Street from Jefferson Street to Franklin.**

**Seventeenth Street from Johnson Drive to Dead-End.**

**Sixth Street from West City limits to East City limits.**

**Skyline Drive from Jackson Street to Saint Mary's Road.**

**Southwind Drive from Ash Street to Sandusky Drive.**

**Spring Valley Road from US 40 to US 77.**

**Spruce Street from Eisenhower Drive to Chestnut Street.**

**Strauss Boulevard from Spring Valley Road to Hickory Lane.**

**Sutter Woods Road from Spring Valley Road to Sawmill Road.**

**Thompson Drive from Westwood Boulevard to Dead-End.**

**US 40 from Spring Valley Road to US 77.**

**Valley Drive from Hickory Lane to Spring Valley Road.**

**Valley View Drive from Ash Street to Pearl Drive.**

**Veteran's Drive from Rucker Road to Patriot Drive.**

**Victory Lane from Patriot Drive to Rucker Road.**

**Washington Street from South City limits to North City limits.**

**Westwood Boulevard from Rucker Road to Elmdale Avenue.**

**Whitney Road from Sixth Street to Eighth Street.**

**Wildflower Drive from Sawmill Road to Fox Sparrow Court.**



**ATTACHEMNT B  
City of Junction City  
Building and Facilities**

SNOW & ICE REMOVAL – DRIVEWAYS AND SIDEWALKS

<u>LOCATION</u>	<u>SIDEWALKS</u>	<u>DRIVEWAYS/PARKING</u>
<b><u>LOTS</u></b>		
1. Fire Station #1	Fire Dept.	Front/ Back – DPW
2. Fire Station #2	Fire Dept.	DPW
3. Police Dept.	Parks	DPW
4. Municipal Bldg.	Parks	DPW
5. Municipal Court	Parks	DPW
6. Code Enforcement	Parks	DPW
7. Library	Parks	DPW
8. Opera House	Parks	Parks
9. Public Works	DPW	DPW
10. 6 <sup>th</sup> & Washington	Parks	DPW
11. Animal Control	Parks	DPW
12. Buffalo Soldier	Parks	DPW
13. Airport	Parks	DPW

**PARKING LOT PRIORITY LIST – Public Works**

1. Fire Station #1
2. Fire Station #2
3. 100 Block W. 8<sup>th</sup> (Big Lot by City Hall)
4. 701 N. Jefferson (Old EDC)
5. 100 Block E. 8<sup>th</sup> (County Annex)
6. 100 Block E. 7th (by Clarabel's Dance Studio)
7. 600 Block N. Jefferson (lot by Sprint)
8. 100 W. 7<sup>th</sup> Street (Municipal Court)
9. Library
10. 100 Block E. 9<sup>th</sup>
11. 12th Street Community Center
12. Spin City
13. South Park/ Buffalo Soldier
14. Buffalo Soldier
15. 2324 N. Jackson (Public Works Center)
16. 2424 N. Jackson (Animal Control)
17. Airport 540 Airport Rd
18. 200 Block E. 6<sup>th</sup> (6<sup>th</sup> St. Underpass)

**PARKING LOT PRIORITY LIST – Veolia Water**

1. 2101 N. Jackson (Water Treatment Plant)
2. 300 Grant Ave. (East Wastewater Treatment Plant)
3. 3200 Industrial St. (Southwest Wastewater Treatment Plant)