



City of Coeur d'Alene Winter Operation Plan



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Streets & Engineering Director

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WINTER OPERATIONS PLAN PURPOSE

The Streets & Engineering Department is responsible for the performance and coordination of snow and ice control management on our city streets. Our commitment is to provide safe, passable roadways to the citizens of Coeur d'Alene. During the snow season, mid- November through mid-March, the Streets & Engineering Department will provide monitoring of street conditions and will respond to these conditions in accordance to the procedures outlined in this operation maintenance plan.

ANTI-ICING / DE-ICING

Pre-treating and de-icing operations will commence when temperature range between 32 degrees – 15 degrees and will include liquid and granular products. Products will be applied to arterials, collectors and hills. Residential areas will receive sanding as needed.

CITY WIDE PLOW

The Streets & Engineering Director will implement a City-Wide Plow when more than 4" of snowfall on the roadway surface or 3" of snowfall on the roadway and more than 4" predicted.

During a city-wide plow, operations will begin at 4:00 A.M. in the Downtown Central Business District with concurrent with priority 1 operations. Shifts will operate continually until completion.

Approximately 40 hours are required to complete a Citywide plow.

Once all streets are passable, the removal of any center berms shall become the highest operational priority.

SNOW REMOVAL PRIORITIES

Priority 1: Arterials and Emergency Service Areas

Arterials will be the first streets to be plowed. Areas near the Hospital, Fire Stations, Police Department and the 911 Dispatch Center will also be included.

Priority 2: Collector Streets and Hills / Curves

Upon completion of priority 1 areas, work will begin on the Collector streets, school bus routes and areas that have steep hills.

Snow gates generally will not be used on arterials/collector streets due to the large volume of snow pushed to the curb on wider streets, as well as the need to keep the gates in residential areas. Gates are not used in areas that are plowed under cooperative agreement by East Side Highway District (Fernan and Armstrong Park).

- **Cherry Hill**
- **Tubbs Hill**
- **Stanley Hill**
- **Fernan Terrace Drive**
- **Fernan Hill**
- **Lakewood Drive**
- **Armstong Hill**

Priority 3: Residential Areas

Upon completion of priority 2 areas, plowing will commence in the residential areas. Snow gates reduce the snow deposits into residential driveways. The City's (5) five snow gates will enable all residential areas of the City to receive snow gate service. In many cases, snow gates cannot block all snow from driveways and mailboxes. During an extreme event the Streets & Engineering Director may seek City Council approval to suspend snow gate service.

DOWNTOWN CORE / CENTRAL BUSINESS DISTRICT (CBD)

Sand is not normally used in the district; only chemical treatment. It will be the judgment of the Street/ Engineering Director or his designee if sand is to be applied. Generally, this will only occur if temperatures are below 15° Fahrenheit and conditions warrant the use.

Berms: Sherman Avenue, 1st Street to 23rd Street and Lakeside Avenue, 1st Street to 7th Street a berm will be present after plowing. Removal of the berm will take place after priority 3 plowing.

The CBD consists of the following downtown areas:



EQUIPMENT AND PERSONNEL

During winter months, the Streets & Engineering Department operates with the following personnel and equipment:

Streets & Engineering Personnel:

- 1 Streets & Engineering Director**
- 1 Assistant Director**
- 1 Field Supervisor**
- 1 Shop Supervisor**
- 4 Mechanics**
- 1 Administrative Assistant**
- 4 Lead Workers**
- 22 Regular Full-time Employees**

When conditions warrant additional personnel, staff and equipment from the Parks, Water and Wastewater Departments and Drainage Utility will be utilized. Maintenance Shop personnel will provide equipment maintenance and service as required on a 24-hour basis during critical ice and snow control periods.

Streets & Engineering Equipment:

1	Deicer w/Plow	500 gallons
3	Deicer Truck	400 gallons
1	Deicer Tanker Truck	900 gallons
1	Sander / Salt Truck w/plow	
2	Sander / Salt Truck	
1	Sander / Deicer Truck	300 gallons
4	Graders	
4	Front-end Loader w/ snow gate	
1	Loader w/ Snow Blower	
6	Dump Truck w/ plow	
1	Dump Truck Plow w/ snow gate	

SCHEDULE

The Street Crews will conduct snowplowing/sanding/deicing operations according to the following schedule. This schedule will go into effect in December and continue through mid-March. It may be extended one month depending on the weather patterns.

1. Monday through Friday

Day Shift 7:00 a.m. to 3:30 p.m.

Night Shift 3:00 p.m. to 11:30 p.m.

Early Shift 4:00 a.m. to 12:30 p.m.

Total 35 employees

***Sunday night to Friday morning**

2. Weekends and Holidays

From at 11:30 p.m. Friday night through 04:00 a.m. Monday morning all snowplowing/sanding/deicing functions will be covered by standby personnel.

3. Weekend Callout

Snowplowing/sanding/deicing will be conducted only on Priority 1 and Priority 2 routes during weekend shifts. Additional work on Priority 3 routes may be completed if time allows. During the winter operations period, a Street Lead Field Worker and three operators will be assigned a stand by status for the weekends.

DEPARTMENT PERSONNEL RESPONSIBILITIES

Director

Responsible for communications with City Administrator, Mayor and City Council, Emergency Services, public and the media. The Director has the responsibility to authorize and initiate a City-Wide Plow when conditions warrant.

Assistant Director

Responsible for management of overall daily winter operations. Assures the department has sufficient equipment and supplies. Assumes Director responsibilities in Director absence.

Field Supervisor

**Monitor and assess road conditions.
Coordinate and determine priority operations.
Provide administrative staff and field crew support.**

Shop Supervisor

**Prioritize, assigns and provides maintenance and repair for all equipment.
Operate snow removal equipment and deicer during extreme events.**

Lead Duties

All shifts will have an assigned Lead. The Lead will communicate and coordinate with the Director, Assistant Director or Field Supervisor for the duration of the shift. The lead is responsible for street maintenance activities when a supervisor is not on duty.

**Administrative Assistant, Office Hours 7:00 a.m. to 3:30 p.m. Monday-Friday
Assist and respond to inquiries from the public, in-person, phones and on-line.
Record updated plowing status on the Snow Line (208)769-2233.
Update the online snowplowing map.**

ORDINANCES

SNOW AND ICE REMOVAL

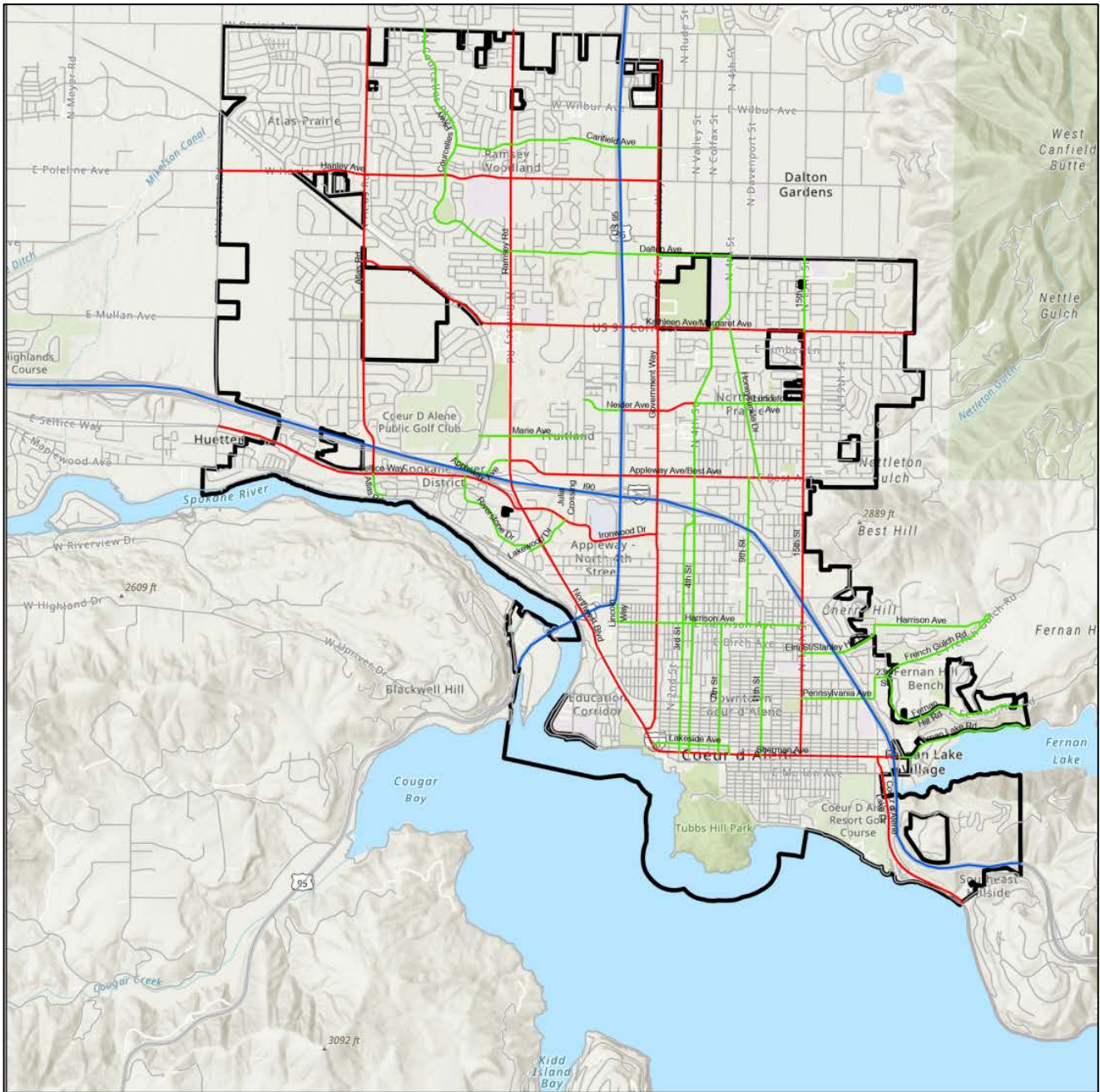
Municipal Code 12.24.010

Every owner or occupant of any house or other building, or of any vacant lot or block shall, within a reasonable time after a snowfall, considering all the circumstances, and whenever otherwise necessary, clear the sidewalk abutting such property of snow and ice, and shall keep it reasonably free therefrom so as to allow citizens to use the sidewalk in a safe and convenient manner. In case the snow and/or ice is so compacted or frozen that it cannot be removed without injury to the sidewalk, the owner or occupant shall apply sand or other traction material to the walkway. (Ord. 3563, 2017

Municipal Code 12.32.060

It is unlawful for any person too deposit, or cause to be deposited, thrown upon or moved onto any public street, sidewalk, thoroughfare, or other public property, any snow, ice, dirt, soil, rocks or debris which has accumulated on any private property. (Ord. 1559 S 1,1978).

STREET CLASSIFICATION MAP



City of Coeur d'Alene Street Classification

Legend

- Arterial
- Collector
- Interstate
- Roads
- City Limits

0 0.5 1 2 Miles

