

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PUBLIC WORKS		NO.	TBD
SUBJECT	Debris Management Plan	INDEX	PW
DATE ISSUED	TBD	DATE REVISED	

A) POLICY – General Practice

The City of Chesterfield maintains approximately 176 miles of public rights of way. Under normal conditions, including storms, the City only removes tree limbs and debris from public property and public rights of way. Debris and tree limbs from private property shall be disposed of by the property owner by using the City’s solid waste contractor or a private tree / debris removal contractor.

When removing tree limbs and debris from public rights of way, the first priority of the Public Works Department is to make the streets reasonably safe and passable. Accordingly, tree limbs may be pushed to the side of the road or tree lawn until such time as they can be removed. After all streets are safe and passable, Public Works personnel will work to remove the tree limbs and debris from roadsides, including any limbs restricting use of the sidewalk. Tree limbs will generally be chipped by City maintenance personnel, with the chips being hauled to the Public Works Facility, where they will ultimately be transported to an area nursery.

B) POLICY – Local Disaster

In rare cases, the City will be impacted by a tornado, ice storm, wind storm, or other storm causing widespread destruction. In such an instance, depending on the extent and severity of damages, the Director of Public Works may recommend to the City Administrator that there be a Local Disaster declaration. Within said recommendation, the Director of Public Works shall delineate the specific actions to be taken by the City, an estimate of the time necessary to address the problem, and an estimate of the costs. If the City Administrator concurs with this recommendation, a Local Disaster shall be declared, the details of which shall immediately be forwarded to the Mayor and City Council.

Action required to address the Local Disaster will vary based upon the type and intensity of the event. Unless specifically directed by the Public Work Director, the City’s maintenance personnel will NOT enter private property. Residents will be required to transport limbs and debris to the curb, where they can be removed by City Staff, a contractor, or the City’s waste hauler. A location for storing tree limbs and chips shall be determined by the Superintendent of Maintenance

Operations. Prior to allowing any dumping at the specified location, a written record shall be generated for each truckload of debris by Field Monitors. Field Monitors will typically be Maintenance Supervisors or Engineering Staff (depending upon the specific event) who will estimate the size of each load generated, and document the contents, size, truck number, date/time, and employee or contractor driving the truck.

When working under a Local Disaster declaration, all labor and equipment usage shall be documented by the Superintendent of Maintenance Operations. If necessary, members of the Public Works Mutual Aid Agreement shall be contacted to provide support. If another agency provides support, that support shall be closely documented, including all labor and equipment used.

Private contractors may be utilized to address the Local Emergency, subject to authorization by the Public Works Director. Securing the services of a private contractor shall be accomplished in accordance with the City's Purchasing Policy, including Chapter V, Section 5 (Emergency Purchases), if appropriate. However, any contractor removing debris must be paid on a per unit basis, and NOT time and materials, unless this requirement is specifically waived by the Director of Public Works and City Administrator. This will ensure that the quantity of material removed is documented, and eligible costs are reimbursed, if possible.

- Each year the City uses one or two private tree removal contractors to remove dead / dying / hazardous trees from the City right of way. As part of those bids, a line item shall be included for emergency tree removal, on a cubic yard basis. The City may choose to use one of these contractors, at the bid price, as determined by the Director of Public Works.
- The City of Chesterfield contracts with Republic Services for solid waste service. The current solid waste contractor contains a provision requiring Republic Services to provide 20, 30, or 40 cubic yard containers at City designated sites for removal of any material caused by storm damage. These containers will be removed by Republic at a cost below the market rate, to be determined at the time of the storm.

Once the Local Disaster has been mitigated, a report shall be generated by the Director of Public Works detailing the material generated, resources used, and costs incurred. Said report shall be submitted to the City Administrator, and subsequently forwarded to the Mayor and City Council.

C) POLICY – State of Emergency

It is possible that an event will be of such magnitude and intensity that the Mayor will declare of State of Emergency, as detailed in the City's Emergency Operations Plan. During a State of Emergency, the Public Works Department shall adhere to the requirements of the Emergency Operations Plan.

In the case of a State of Emergency, the Public Works Department shall generally follow the policies outlined above in B. However, modifications may be made on a case by case basis, including potentially performing work on private property. Specific Direction will be provided by the Director of Public Works or other personnel defined within the Incident Command System (ICS).

RECOMMENDED BY:

Department Head/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date

City Council (if applicable)

Date