



DATE: October 7, 2016

TO: Michael O. Geisel, P.E.
City Administrator

FROM: James A. Eckrich, P.E. *JAE*
Public Works Director / City Engineer

RE: Public Works and Parks Policies 6-15

*Please forward to
PPW mrg 9/20/2016*

As you have directed, the City Staff has begun the process of comprehensively reviewing all City Council policies to ensure those policies are current and followed. There are 53 policies in the Public Works and Parks portion of the City Policy Manual. My initial goal was to periodically present these policies in groups of five to the Planning and Public Works Committee for review. However during the review of Policies 1-5, the Planning and Public Works Committee indicated its desire to review up to ten policies if the policies did not include substantive changes. Accordingly, I have submitted the next ten policies (Policies 6-15) for review at this time. A summary of the recommendations for each Policy is as follows:

- 6) **Trustee Notifications:** Recommend new policy which details that Trustees will be notified as well as residents who abut street or sidewalk construction.
- 7) **Tree Limbs:** Recommend new policy which details the clearance requirements for tree trimming within the public right of way.
- 8) **City Flag:** Recommend deleting this Policy. The ability to fly a City Flag, as well as other requirements relating to flags within commercial developments, are detailed within Section 31-04-05-G-2-b of the Chesterfield Municipal Code.
- 9) **Snow Plowing – State and County Roads:** Recommend minor revisions. City personnel do not plow State or County roads unless requested by the Police Department and approved by the Public Works Director.
- 10) **Tree Trimming:** Recommend deleting this Policy as the details of it have been incorporated into Policy Number 7 (above).
- 11) **Winter Paving:** Recommend minor modifications to reflect current standards. Existing Policy was most recently revised in 2003.
- 12) **Clothing:** Recommend deleting this Policy. The replacement of worn clothing in the maintenance division should be a managerial decision and does not warrant a Policy.
- 13) **Concentrated Discharge in Right of Way:** Recommend deleting this policy, as the requirement is now contained in Section 20-3(b)(1) of the Chesterfield Municipal Code.

- 14) Driveway Access Adjacent to Property Lines: Recommend no change.
- 15) Sewer Openings: Recommend minor changes to clarify that sewer structures should meet MSD standards.

Action Recommended

These ten policies should be presented to the Planning and Public Works Committee for consideration. Should PPW concur with Staff's recommendation, it should vote to authorize Staff to submit these policies to City Council for approval. The next set of five to ten policies, beginning with Public Works and Parks Policy 16, will be submitted to PPW in the near future for a similar review.

Existing Policy

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC WORKS

NO. 6

SUBJECT Trustee Notification

INDEX PW

DATE
ISSUED 7/16/1990

DATE
REVISED

POLICY

Trustees of a subdivision, where major street work is to be done, will be notified prior to that work commencing.

RECOMMENDED BY:

Mike D. Gersp
Department Head/Council Committee (if applicable)

3/10/99
Date

APPROVED BY:

Michael S. Jennings
City Administrator

3-10-99
Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PUBLIC WORKS

NO. 6

SUBJECT Construction Notification

INDEX PW

**DATE
ISSUED** 7/16/1990

**DATE
REVISED** 6/15/2016

POLICY

Trustees of a subdivision(s), where a major City project is to be done, will be notified prior to that work commencing. Notification will be sent to trustees as listed on the City's website.

Individual property owners directly adjacent to a major City project will also be notified prior to the work commencing. Property owner notification can include but may not be limited to mailed letters, changeable message boards placed on-site, e-mail, telephone calls, or step stakes.

RECOMMENDED BY:

Department Head/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC WORKS

NO. 7

SUBJECT Tree limbs

INDEX PW

DATE ISSUED 2/4/1991

DATE REVISED

POLICY

City crews will pick up and chip limbs left at the curb from residents who trim their own trees within the right-of-way. This will only be done in areas where street workers are trimming trees.

RECOMMENDED BY:

Michael A. Geis
Department Head/Council Committee (if applicable)

3/10/99
Date

APPROVED BY:

Michael A. Geis
City Administrator

3-10-99
Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PUBLIC WORKS

NO. 7

SUBJECT Tree limbs

INDEX PW

DATE ISSUED 2/4/1991

DATE REVISED 6/15/2016

POLICY

The City trims trees located within City maintained rights of way. Tree trimming generally focuses on the removal of low hanging tree limbs over streets and sidewalks which present hazards to motorists and pedestrians. Limbs are also trimmed or removed which obscure street signs and street lights. City specifications require a twelve foot clearance over streets and a ten foot clearance over sidewalks. Limbs shall be trimmed back to the trunk of the tree in most cases. Shaping shall not be conducted.

The City's right of way generally extends 12' behind the curb line. All trees within this area shall be trimmed to the above described specifications. The trimming heights were set to allow for the clearance of school busses and refuse trucks.

Tree trimming on private property is the responsibility of the resident/property owner. If residents choose to trim trees within the City's right of way, the City has no objection so long as the limbs are removed or trimmed properly in order to provide the specified clearance. If residents have received a tree trimming notice and trim trees between the street and sidewalk shortly before the crew works on their street, the limbs they have cut will be removed by City personnel.

RECOMMENDED BY:

Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

City Administrator **Date**

City Council (if applicable) **Date**

Existing Policy
Recommend Delete

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PUBLIC WORKS

NO. 8

SUBJECT City Flag

INDEX PW

**DATE
ISSUED 11/04/1991**

**DATE
REVISED**

POLICY

Businesses will be allowed to display the City flag, but only in conjunction with the American and State of Missouri flags.

RECOMMENDED BY:

Mike P. Hensel
Department Head/Council Committee (if applicable)

3/10/99
Date

APPROVED BY:

Michael B. Jennings
City Administrator

3-10-99
Date

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC WORKS		NO.	9
SUBJECT	Snow Plowing	INDEX	PW
DATE ISSUED	2/4/1991	DATE REVISED	

POLICY

City crews, during snow plowing operations, when City equipment travels on or across state and county roads, they are instructed to wrap the snow around the corner when turning onto a state/county road from a City maintained street. If they are going more than a block, then they are to raise their blade and refrain from plowing. They do not plow state/county roads unless requested by the Police Department and as approved & directed by the Public Works/Parks committee to do so, or if there is a dangerous section which needs plowing or salt.

RECOMMENDED BY:

Mike P. Steward
Department Head/Council Committee (if applicable)

3/10/99
Date

APPROVED BY:

Michael B. Jessiman
City Administrator

3-10-99
Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PUBLIC WORKS

NO. 9

SUBJECT Snow Plowing -- State/County Roads

INDEX PW

DATE ISSUED 2/4/1991

DATE REVISED 6/15/2016

POLICY

During snow plow operations City maintenance personnel frequently need to travel on or across State and County roads. City maintenance personnel are instructed to wrap the snow around the corner when turning onto a state/county road from a City maintained street. If traveling more than one block on the state/county road, City maintenance personnel are instructed to raise their blade and refrain from plowing. City Crews do not plow State/County roads unless requested by the Police Department and as approved & directed by the Public Works Director, which may occur when there is a dangerous section of State or County roadway which needs plowing or salt.

RECOMMENDED BY:

Department Head/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date

City Council (if applicable)

Date

Existing Policy
Recommend Delete

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC WORKS		NO.	10
SUBJECT	Tree Trimming	INDEX	PW
DATE ISSUED	2/4/1991	DATE REVISED	

POLICY

Trees within the City right-of-way will be trimmed to 10-12 feet, but will be trimmed conservatively. The tree trimming program is based on a five-year trimming cycle.

RECOMMENDED BY:

Mike D. Gasp
Department Head/Council Committee (if applicable)

3/10/99
Date

APPROVED BY:

Michael S. Spring
City Administrator

3-10-99
Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PUBLIC WORKS		NO.	11
SUBJECT	Winter Paving	INDEX	PW
DATE ISSUED	2/04/1991	DATE REVISED	2/19/2003

POLICY

Cold weather concreting shall be in accordance with ACI 306, 1998. Cold weather shall begin as defined by ACI 306 and terminate when air temperatures above 50 degrees occur during more than half of any 24 hour period. The following requirements supersede ACI 306, 1988:

Cement Content - the minimum cement requirement will be 6.25 sacks per cubic yard with an approved water reducer and a maximum water cement ratio of 0.40.

Plant Certification - shall be provided to the City to verify mix design compliance at time of delivery prior to placement.

Temperature Monitoring - concrete surface temperature shall be recorded at 100' spacing or less with a minimum of four locations. Temperature shall be recorded as frequently as one hour intervals if necessary. The majority of temperature recording locations shall be taken near edges and corners of the pavement, as determined by the City.

Acceptance Period - streets will be eligible for acceptance after 12 months.

Winter Paving Inspection Cost - the developer/contractor shall be responsible for all costs incurred by the City for the City's inspection monitoring and testing associated with winter street paving.

Protection - protection of concrete shall remain in place for a minimum of five days after placement at a minimum temperature of 55 degrees Fahrenheit.

Acceptance - all cold weather concreting performed that does not comply with the above requirements and ACI 306, 1988, shall not be accepted by the City.

RECOMMENDED BY:

Mike Geisel
Department Head/Council Committee (if applicable)

2/19/2003
Date

APPROVED BY:

City Administrator

Date

Michael G. Herring
City Council (if applicable)

2/19/2003
Date

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC WORKS

NO. 11

SUBJECT Winter Paving

INDEX PW

DATE 2/04/1991
ISSUED

DATE 6/15/2016
REVISED

POLICY

Cold weather concreting shall be in accordance with ACI 306R-10. As defined by ACI, cold weather exists when the air temperature has fallen to or is expected to fall below 40 degrees Fahrenheit during the protection period. The following requirements supersede ACI 306R-10:

Cement Content - the minimum cement requirement shall be 6.25 sacks per cubic yard with an approved water reducer and a maximum water cement ratio of 0.40.

Plant Certification - shall be provided to the City to verify mix design compliance at time of delivery prior to placement.

Temperature Monitoring - concrete temperature shall be recorded at 100' spacing or less with a minimum of four locations, unless otherwise approved by the City. Temperature shall be recorded by maturity meters with temperature recordings at a maximum frequency of one hour intervals. The temperature recording locations shall be taken near edges and corners of the pavement, as determined by the City. Temperature monitoring reports shall be provided to the City.

Acceptance Period - streets will be eligible for acceptance after 12 months.

Winter Paving Inspection Cost - the developer/contractor will be responsible for costs incurred by the City for the City's inspection monitoring and testing associated with winter street paving that exceed typical inspection monitoring and testing efforts.

The developer/contractor shall be responsible for retaining the services of a qualified materials testing firm to perform temperature monitoring and reporting of the concrete pavement as well as any other materials testing requirements for the cold weather concrete.

Protection - protection of concrete shall remain in place for a minimum of five days after placement. Protection must be capable of maintaining the Concrete temperature at a minimum of 55 degrees Fahrenheit.

Acceptance - all cold weather concreting performed that does not comply with the above requirements and ACI 306R-10, shall not be accepted by the City.

RECOMMENDED BY:

Department Head/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date

City Council (if applicable)

Date

Existing Policy
Recommend Delete

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC WORKS

NO. 12

SUBJECT Clothing

INDEX PW

DATE
ISSUED 4/20/1992

DATE
REVISED

POLICY

An employee can turn in a worn-out article of clothing and have it replaced any time during the year.

RECOMMENDED BY:

M. J. ...
Department Head/Council Committee (if applicable)

3/10/99
Date

APPROVED BY:

Michael ...
City Administrator

Date

City Council (if applicable)

Date

Existing Policy
Recommend Delete

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PUBLIC WORKS		NO.	13
SUBJECT	Concentrated discharges in right-of-way	INDEX	PW
DATE ISSUED	10/19/1992	DATE REVISED	

POLICY

Surface water run-off concentrated into an enclosed pipe system shall not be discharged closer than 10 feet to the edge of pavements, as measured perpendicular to the right-of-way where there are no sidewalks, and not closer than 10 feet to the back of the walk where sidewalks exist. Where possible, the City will allow residents to connect their drains into the City's storm sewer structures, provided City staff inspect the connection and it is completed in a watertight manner using acceptable materials.

RECOMMENDED BY:

M. Oster
Department Head/Council Committee (if applicable)

3/10/99
Date

APPROVED BY:

Michael S. Jennings
City Administrator

3-10-99
Date

City Council (if applicable)

Date

Existing Policy
Recommend No change

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC WORKS		NO.	14
SUBJECT	Driveway access adjacent to property lines	INDEX	PW
DATE ISSUED	7/20/1992	DATE REVISED	

POLICY

Driveway aprons may extend over the prolonged property line within the right-of-way; provided all other criteria for drive approaches have been met.

RECOMMENDED BY:

[Signature]
 Department Head/Council Committee (if applicable)

3/10/99
 Date

APPROVED BY:

[Signature]
 City Administrator

3-10-99
 Date

 City Council (if applicable)

 Date

Existing Policy

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC WORKS		NO.	15
SUBJECT	Sewer Openings	INDEX	PW
DATE ISSUED	10/12/1992	DATE REVISED	

POLICY

Size of openings on storm sewers, area inlets and curb inlets shall be 6 inches, plus or minus one inch. No bars/grates are to be installed in inlets.

RECOMMENDED BY:

M. J. Lewis

 Department Head/Council Committee (if applicable)

3/10/99

 Date

APPROVED BY:

Michael S. Jennings

 City Administrator

3-10-99

 Date

 City Council (if applicable)

 Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PUBLIC WORKS

NO. 15

SUBJECT Sewer Openings

INDEX PW

DATE ISSUED 10/12/1992

DATE REVISED 6/15/2016

POLICY

Standard area inlets and curb inlets are maintained by the Metropolitan St. Louis Sewer District (MSD). These facilities shall meet all MSD requirements regarding composition, size and design criteria. Bars or grates may not be attached to MSD structures.

RECOMMENDED BY:

Department Head/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date

City Council (if applicable)

Date