

# Memorandum

## Department of Public Works



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

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

**DATE:** October 31, 2019

**RE:** Snow Removal Recoupment Program for Private Streets  
2020 Funding Authorization

In accordance with Public Works Policy 21, the Chesterfield City Council should establish funding for the Snow Removal Recoupment Program for Private Streets (Program) during the 2019/2020 winter season. This Program is submitted to the Planning and Public Works Committee (PPW Committee) each fall in order that a funding level can be set. The amount recommended by the PPW Committee will be forwarded to City Council, who can then approve a corresponding transfer from General Fund – Fund Reserves (above the 40% Policy).

The current Program is detailed in Public Works Policy 21 (most recent revision approved March 30, 2017), which dictates that non-gated private subdivisions can recoup costs for eligible snow removal expenses (street only) up to \$4,500 per centerline mile, or \$40 per residential unit, whichever is greater. Further, the Policy provides that during a “severe season”, defined as a season during which the City of Chesterfield receives thirty or more inches of snow, City Council will *consider* supplemental funding to allow reimbursements at the 80<sup>th</sup> percentile.

There are currently 51 subdivisions which participate in the Program. During a regular snow season (not “severe” by definition) the City’s maximum financial obligation to these subdivisions is \$166,000. Accordingly, it is my recommendation that the City of Chesterfield City Council authorize a 2020 transfer from the General Fund – Fund Reserves to Account 001-072-5254 in the amount of \$166,000. The actual expenditure reimbursed to the subdivisions will be determined in the spring of 2020, after receipt of all of the reimbursement requests.

**Action Recommended**

The Planning and Public Works Committee should consider funding the Snow Removal Recoupment Program for Private Streets for the 2019/2020 winter season. Should the Committee concur with Staff's recommendation, it should vote to recommend a 2020 budget transfer from the General Fund – Fund Reserves to Account 001-072-5254 in the amount of \$166,000. If approved, the matter will then be forwarded to the full City Council for approval.

Once approved, notice of the Program funding will be provided to eligible private subdivisions. Should you have questions or require additional information, please let me know.

Please forward to PPW for review and recommendation. Please recall that this potential appropriation was included in the analysis of the 2020 Fund Reserve balances.

 2019-10-30

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC SERVICES**

**NO. 21**

**SUBJECT** Street Snow Removal Recoupment  
Program - Eligible Cost Formula

**INDEX PW**

**DATE  
ISSUED** 8/16/1999

**DATE  
REVISED** 03/20/2017

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**POLICY**

Owners of un-gated, improved and platted private streets in subdivided developments are eligible for reimbursement of expenses incurred for snow removal.

This program is based upon private streets located within non-gated, single family residential developments, and condominium developments. It does not include commercial subdivisions or apartments. Within these developments, City staff will distinguish between private streets, alleys, and parking areas.

The funding formula is intended to provide reimbursement for reasonable and customary expenses for snow removal and deicing efforts on private streets, for participating subdivisions during a typical winter season.

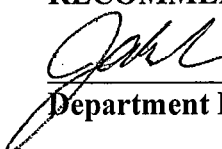
Reimbursements will be limited based on a formula of \$40 per residential unit or \$4,500 per centerline mile of private street, whichever is larger.

The Snow Removal Reimbursement Program will be presented to the Planning and Public Works Committee each fall to determine the amount to be funded for the upcoming winter season. The recommended allocation will subsequently be submitted to the full City Council for authorization.

Once the winter season has concluded, the City Staff shall determine if the season qualifies as a "severe season", defined as a season during which the City of Chesterfield receives thirty or more inches of snow, as measured by the National Oceanic and Atmospheric Administration (NOAA). If a "severe season" has occurred, City Staff will provide City Council information as to the amount of supplemental funding necessary to provide for reimbursement at the 80<sup>th</sup> percentile value for each category of reimbursement.

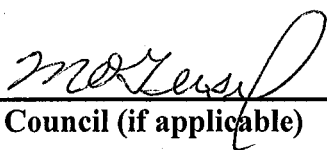
City Council would subsequently decide what level of supplemental funding would be provided through a Fund Transfer from the General Fund – Fund Reserves, if any.

**RECOMMENDED BY:**

 2/15/2017 PPW Committee 3/9/2017  
Department Head/Council Committee (if applicable) Date

**APPROVED BY:**

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City Administrator Date

 3/20/2017  
City Council (if applicable) Date