

DATE: November 9, 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 16 - 22



*Forward to PPW
for review &
dispensation
me
11/14/2016*

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. City Council has reviewed and approved, deleted, or modified Policies 1 – 15. I am hereby submitting my recommendations for Policies 16 – 22. A summary of the recommendations for each Policy is as follows:

- 16) Snow Removal Services – New Development: Recommend minor revisions, the most substantial of which clarifies that the City will not assume responsibility for snow removal on streets which are to remain private.
- 17) Change Orders: Recommend deleting this Policy. Change Orders are approved by the Public Works Director in an amount not to exceed that which has been authorized by City Council as part of the approval of the project.
- 18) Maintenance of Storm Sewers, Detention Basins, and Open Channels: The existing Policy was written prior to MSD having jurisdiction for storm water in the City of Chesterfield. The new policy clarifies that storm sewers are maintained by MSD, and that the City of Chesterfield does not maintain detention basins or open channels on private property.
- 19) Storm Water in Chesterfield Valley: Recommend a new Policy which delineates the storm water requirements for development in Chesterfield Valley.
- 20) Development Construction Inspection: Recommend a new Policy which details the types of inspections conducted for development in the City of Chesterfield. Inspections fees are established in Section 31-09-03 of the Chesterfield Municipal Code.
- 21) Parkland Criteria: Recommend no change at this time. Mr. McCarthy will be submitting this Policy to the Parks, Recreation, and Arts Committee for review.
- 22) Warning Tickets and Towing on Snow Routes: Recommend deleting this Policy. This matter is covered in Public Health and Safety Policy #14, a copy of which is attached.

Action Recommended

These seven 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 policies will be submitted to PPW in the near future for a similar review.

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC WORKS		NO.	16
SUBJECT	Snow Removal Services	INDEX	PW
DATE ISSUED	6/21/1993	DATE REVISED	

POLICY

The City of Chesterfield will assume responsibility for the plowing of snow on streets which have not yet been officially accepted, within subdivisions which are presently under construction, if the following criteria are met:

- A. The streets to be plowed are to be dedicated as public streets and must have been inspected, approved and ninety (90%) percent of the escrow funds released. The developer agrees to immediately remove any mud or debris from streets that may result from construction equipment or other causes. Access must be from public streets and on a continuous finished roadway pavement. Storm water systems should be completed and detention should be operational. Grading should be completed as to prevent mud and other debris from washing onto the street.
- B. A hold-harmless agreement must be signed by the developer releasing the City from any responsibility for damage caused to said streets.
- C. The developer must agree to have all equipment and construction-related items out of the right-of-way during the snow removal process.
- D. A new subdivision needs to be only 50% occupied and snow removal services will not be tied to the actual issuance of occupancy permits.

RECOMMENDED BY:

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

3/10/99
 Date

APPROVED BY:

Michael S. ...
 City Administrator

3-10-99
 Date

 City Council (if applicable)

 Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PUBLIC WORKS		NO.	16
SUBJECT	Snow Removal Services – New Development	INDEX	PW
DATE ISSUED	6/21/1993	DATE REVISED	11/9/2016

POLICY

In accordance with City Code 31-02-12E, developers are responsible for snow removal until the date a street is accepted by the City for public maintenance.

However, upon written request from the developer, the City of Chesterfield will assume responsibility for snow removal on streets which have not yet been officially accepted for public maintenance, within developments which are presently under construction, if the following criteria are met.

- A. The street(s) to be plowed are to be dedicated as public streets and must have been inspected, approved, and ninety (90%) percent of the escrow funds released. Access must be from public streets and the street must be a continuous and finished roadway pavement including necessary cul-de-sacs. Storm water systems shall be completed and detention shall be operational. Grading must be completed in order to prevent mud and other debris from washing onto the street.
- B. A hold-harmless agreement must be signed by the developer releasing the City from any responsibility for damage caused to said street(s).
- C. The developer must agree to have all equipment and construction-related items out of the right-of-way during the snow removal process and to immediately remove any mud and debris from all streets.
- D. At least 50% of the proposed buildings/houses in the development must be completed and occupied.

The City will not assume responsibility for snow removal for streets that are to remain private.

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.	18
SUBJECT	Maintenance of Storm Sewers, Detention Basins, & Open Channels	INDEX	PW
DATE ISSUED	7/19/1993	DATE REVISED	

POLICY

Storm Sewers

The City maintains those underground, improved storm sewers, which convey water from a public way, and maintains those sewers only to the point of discharge. In such cases, the City is not required to restore properties, e.g. driveways, landscaping, sprinklers systems, and/or fences. In no event will the City be responsible for reparation of structures or trees placed within recorded easements.

The City will repair underground, improved storm sewers, which do not convey water from a public way only if all of the following criteria are met:

1. They connect to the improved public storm sewer system.
2. They are within existing, or newly dedicated public easements.
3. Sufficient budgetary resources remain for the proposed repair.
4. They are not part of an internal stormwater drainage system within a commercial, industrial, or multi-family development. An internal storm sewer system refers to that portion of a system which collects and transports water solely from within the development. Those sewers which convey water from adjacent properties or continue through a development are not considered to be internal.
5. The sewer benefits more than one property owner. For example, the sewer receives stormwater from two or more properties or the storm sewer crosses a property line.

Repairs are limited to storm sewer structures and underground conduits. No repairs will be considered to improve or restore grading, flow, or erosion adjacent to a storm sewer.

City staff will determine which projects shall be completed by in-house personnel and designate those projects which require the expertise of outside contractors.

Expenditures for an individual project shall be limited to \$20,000 of Chesterfield funding. Any project exceeding \$5,000 in cost, which is to be performed by outside contractors, must be bid in conjunction with City purchasing requirements. Any project, for which outside contractors are to be used, will be submitted to MSD for possible funding support, assuming such funds are available and the timing of said project will not be negatively impacted by such application. Project prioritization and scheduling for all projects shall be determined by City Staff, but shall be reviewable, at any time, by the Public Works/Parks Committee. All projects shall be subject to the availability of current funding.

Project exceeding \$20,000 are to be considered in conjunction with the annual capital improvement budget.

Detention Basins

The City does not maintain detention or retention basins. Maintenance of storm sewers flowing into a detention/retention basin shall cease one structure above the discharge into the basin and shall recommence at the first structure downstream of the basin.

Open Channels

The City does not maintain open channels or overland flow. City crews will remove those obstructions and blockages, which endanger public facilities. In an effort to provide for uniform flow and protection of properties, the City will attempt to clear obstruction/blockages of major drainage channels as funds are available and if adjacent residents provide reasonable access.

RECOMMENDED BY:

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

3/10/99
Date

APPROVED BY:

Michael [Signature]
City Administrator

3-10-99
Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PUBLIC WORKS		NO.	18
SUBJECT	Maintenance of Storm Sewers, Detention Basins, & Open Channels	INDEX	PW
DATE ISSUED	7/19/1993	DATE REVISED	11/9/2016

POLICY

Storm Sewers

Public storm sewers are maintained by the Metropolitan St. Louis Sewer District (MSD), formed by Charter in 1954, which was later amended in 2000 and 2012. When the City of Chesterfield becomes aware of a deficiency with a public sewer it shall report the deficiency to MSD and temporarily place cones, barrels, barricades, or other traffic control / protection devices around the deficiency to protect the public.

To the extent that there are any private storm sewers or facilities located in the public right of way, those storm sewers and facilities are maintained by the agency responsible for the public right of way. Private storm facilities on private property are the responsibility of the property owner.

Road culverts open on both sides are maintained by the agency responsible for the road.

Detention Basins

The City of Chesterfield does not maintain detention or retention basins. Generally the maintenance of public storm sewers flowing into a detention/retention basin ceases one structure above the discharge into the basin and resumes at the first structure downstream of the basin. The exact location of MSD / private ownership can be ascertained by reviewing property records or contacting MSD.

Open Channels

The City of Chesterfield does not maintain open channels or overland flow. The City of Chesterfield will not correct erosion problems on private property. If debris is blocking a creek the City will contact MSD and request that the debris is removed. City crews will only remove those obstructions and blockages which endanger public facilities.

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.	19
SUBJECT	Stormwater in Chesterfield Valley - Booker Plan	INDEX	PW
DATE ISSUED	1/03/1994	DATE REVISED	

POLICY

Developments within the Chesterfield Valley, that have approved development or improvement plans which do not reflect the improvements required by the "Booker Plan", are required to demonstrate that the proposed improvements are "functionally equivalent" to the "Booker plan". In the event the previously approved improvements are not functionally equivalent, the site stormwater must be re-designed to conform to the functional requirements of the "Booker plan".

RECOMMENDED BY:

Maxwell
Department Head/Council Committee (if applicable)

3/10/99
Date

APPROVED BY:

Michael S. Fleming
City Administrator

3-10-99
Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PUBLIC WORKS		NO.	19
SUBJECT	Storm Water in Chesterfield Valley	INDEX	PW
DATE ISSUED	1/03/1994	DATE REVISED	11/9/2016

POLICY

For all development in the Chesterfield Valley (an area roughly bounded by the Missouri River on the north, Eatherton Road on the west, the Missouri Central Railroad on the south, and Bonhomme Creek on the east, most of which is encompassed by the Monarch-Chesterfield levee system), the following criteria regarding storm water must be followed:

- The developer shall be responsible for construction of any required storm water improvements per the Chesterfield Valley Master Storm Water Plan, as applicable, and shall coordinate with the owners of the properties affected by construction of the required improvements. In the event that the ultimate required improvements cannot be constructed concurrently with the development, the developer shall provide interim drainage facilities and establish sufficient escrows as guarantee of future construction of the required improvements, including removal of interim facilities. Interim facilities shall be sized to handle runoff from the 100-year, 24-hour storm event as produced by the Master Storm Water Plan model. The interim facilities shall provide positive drainage and may include a temporary pump station, if necessary. Interim facilities shall be removed promptly after the permanent storm water improvements are constructed.
- The developer may elect to propose alternate geometry, size and/or type of storm water improvements that are functionally equivalent to the required improvements per the Chesterfield Valley Master Storm Water Plan. Functional equivalence is said to be achieved when, as determined by the Public Works Director, the alternate proposal provides the same hydraulic function, connectivity, and system-wide benefits without adversely affecting any of the following: water surface profiles at any location outside the development; future capital expenditures; maintenance obligations; equipment needs; frequency of maintenance; and probability of malfunction. The City will consider, but is not obligated to accept, the developer's alternate plans. If the Public Works Director determines that the developer's proposal may be functionally equivalent to the Chesterfield Valley Master Storm Water

Plan improvements, hydraulic routing calculations will be performed to make a final determination of functional equivalence. The Director will consider the developer's proposal, but is not obligated to have the hydraulic analysis performed if any of the other criteria regarding functional equivalence will not be met. The hydraulic routing calculations regarding functional equivalence may be performed by a consultant retained by the City of Chesterfield. The developer shall be responsible for all costs related to consideration of an alternate proposal, which shall include any costs related to work performed by the consultant.

- The developer shall provide all necessary Chesterfield Valley Storm Water Easements to accommodate future construction of the Chesterfield Valley Master Storm Water Plan improvements, and depict any and all Chesterfield Valley Master Storm Water Plan improvements on the Site Development Plan(s) and Improvement Plans. Maintenance of the required storm water improvements shall be the responsibility of the property owner unless otherwise noted.
- All Chesterfield Valley Master Storm Water Plan improvements, as applicable, shall be operational prior to the paving of any driveways or parking areas unless otherwise approved.

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.	20
SUBJECT	Inspection Fees	INDEX	PW
DATE ISSUED	1/03/1994	DATE REVISED	

POLICY

The following project related inspection services, will be charged at a rate of \$30 per hour:

1. Inspections during construction of required improvements. These improvements include, but are not limited to; sidewalks, streets, sewers, grading, detention, re-establishment of vegetation, lighting, water supply, drive aprons, landscaping, monumentation, gaurdrail, utility relocation, and fencing.
2. Inspections necessary to monitor status of construction and compliance with ordinances. Those inspections necessary to continuously monitor ongoing construction and to ensure compliance with City requirements. Typically, these inspections involve inspection personnel visiting the site, conducting inspections, noting site conditions, and/or monitoring site siltation control.
3. Inspections necessary for issuance of an Occupancy permit. These inspections include, but are not limited to; lot grading, sidewalk, street trees, drainage, operational function of required improvements such as manholes, swales, berms, walls, and storm sewers.
4. Inspections necessary to authorize escrow releases and to recommend acceptance of improvements. These inspections are done at the request of the developer/contractor as facilities or phases are completed.
5. Inspections resulting from resident concerns or questions would not normally result in inspection charges. However, if City staff determines that resident request requires corrective action to bring the site or lot into conformance with the approved plans or accepted standards, subsequent inspections, re-inspections, or time required to resolve such site deficiencies will be charged at the regular rate.
6. Inasmuch as the City incurs additional cost for inspections conducted outside of normal working hours, 8:00 a.m. to 5:00 p.m., Monday through

Friday, any inspections outside of the normal work hours will be charged by applying a multiplier of one and one-half times the hourly rate. This multiplier should only apply to those inspection hours conducted outside of the normal work day.

7. Inasmuch as the City has an established cost of overhead and administrative expenses, application of inspection fees will involve only hourly City personnel. Inspections or site monitoring conducted by salaried staff will not be charged to the Developer or contractor.

RECOMMENDED BY:

M. O'Leary
Department Head/Council Committee (if applicable)

3/10/99
Date

APPROVED BY:

Michael S. Jensen
City Administrator

3-10-99
Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PUBLIC WORKS		NO.	20
SUBJECT	Development Construction Inspections	INDEX	PW
DATE ISSUED	1/03/1994	DATE REVISED	11/9/2016

POLICY

Inspection services are provided by the City of Chesterfield when a grading permit is issued or improvement plans are accepted by the City of Chesterfield. Inspection fees are paid by the developer or permittee in accordance with section 31-09-03 of the City of Chesterfield Municipal Code. The inspections generally include the following:

1. Inspections of required improvements which are established as part of a subdivision escrow. These improvements include, but are not limited to: sidewalks, streets, sewers, grading, detention, re-establishment of vegetation, lighting, water supply, drive aprons, common ground landscaping, monumentation, guardrail, utility relocation, and fencing.
2. Inspections necessary for compliance with the accepted Storm Water Pollution Prevention Plan (SWPPP).
3. Inspections necessary for issuance of an Occupancy permit. These inspections include, but are not limited to: lot grading, sidewalk, street trees, drainage, swales, berms, walls, and sanitary / storm sewers.
4. Inspections necessary to authorize escrow releases and acceptance of improvements at the written request of the developer/contractor.
5. Inspections necessary to monitor the status of on-going construction and to ensure compliance with City ordinances and requirements.

RECOMMENDED BY:

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

APPROVED BY:

_____	_____
City Administrator	Date

_____	_____
City Council (if applicable)	Date

Existing Policy
To be reviewed by
PR+A Committee

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PUBLIC WORKS	NO.	21
SUBJECT Parkland Criteria	INDEX	PW
DATE ISSUED 2/07/1994	DATE REVISED	

POLICY

Guidelines for evaluation of parkland sites:

- A. Minimum size of three acres; less if contiguous to existing public land (e.g. school, park, etc.). Accessibility to a public street, unless an addition to an existing public property with access.
- B. At least twenty-five percent of the area contain grades of not more than four percent. However, when a site's uniqueness lends itself to a special park plan, i.e. trails or passive, it may be acceptable.
- C. Free of controllable environmental contamination.
- D. Any neighboring areas disturbed during construction activity will appropriately restored and ground cover established.

RECOMMENDED BY:

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

3/10/99
Date

APPROVED BY:

Michael ...
City Administrator

3-10-99
Date

City Council (if applicable)

Date

Existing Policy
Recommend Delete

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC WORKS NO. 22
SUBJECT Warning Tickets and Towing on Snow INDEX PW
Routes
DATE ISSUED 2/7/1994 DATE REVISED

POLICY

Warning tickets will be issued on a City-wide basis; vehicles parked on designated snow routes will be ticketed and vehicles will be towed with authorization from the on-duty Public Works supervisor.

RECOMMENDED BY:

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

3/16/99
Date

APPROVED BY:

Michael J. [Signature]
City Administrator

3-10-99
Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PUBLIC HEALTH & SAFETY		NO.	14
SUBJECT	Snow Removal & Parking Enforcement	INDEX	PD
DATE ISSUED	1/29/2009	DATE REVISED	4/20/16

POLICY

I. PURPOSE

This policy establishes the procedure for management of parked vehicles on public streets in conjunction with snow removal operations within the City of Chesterfield. The Department of Public Services primary objective during the winter storm season is to provide safe travel on all centerline miles of city streets for all motorists. The purpose of the Snow and Ice Control Plan is to organize snow and ice removal efforts in order to provide the highest level of service while doing so in the most cost effective and efficient manner.

II. GENERAL

The Department of Public Services will initiate snow removal operations in accordance with the City's Snow and Ice Control Plan.

III. PROCEDURE

During snow removal operations, the Police Department shall take the following actions:

A. Snow Routes

The City's code, specifically Appendix C, Model Traffic Ordinance, Schedule XVI. Priority Snow Routes, establishes designated "snow routes" where vehicular parking is prohibited when there are accumulations of snow or ice of more than two (2) inches.

The Department of Public Services is responsible for erecting appropriate signs along designated snow routes.

Moving/Ticketing vehicles: Police will, acting on their own initiative and at the officer's discretion, attempt contact of owner to have a vehicle moved and/or will issue warning or parking violation summonses as determined appropriate depending on the situation at hand.

Police will tow vehicles from Snow Routes only at the request of a Public Services Supervisor. A summons shall be issued for towed vehicles.

B. All other streets (Non designated - Snow Routes)

Section 18-109 (16) of the City's Code of Ordinances, prohibits stopping or parking a vehicle upon any portion of the road so as to obstruct emergency snow removal operations. The provision of this section of code does not require any specific snow or accumulation, simply an occurrence during any snow removal operation where a stopped or parked vehicle obstructs City's snow removal operations.

Moving/Ticketing vehicles: Police will, acting on their own initiative and at the officer's discretion, attempt contact of owner to have a vehicle moved.

In the event a Public Services responder is prevented, significantly impaired or delayed in their snow removal due to stopped or parked vehicles, the responder will notify their Public Services Supervisor who will communicate with the Police Supervisor to determine an appropriate action.

Police will take NO action regarding written warnings, summonses, or the towing of vehicles unless specifically requested to do so by a Public Services supervisor.

RECOMMENDED BY:

Department Head/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date

City Council (if applicable)

Date