



## Staff Report

City Council Study Session Meeting  
October 18, 2010



SUBJECT: 2011 Snow Removal Procedures for Parks Services

PREPARED BY: Richard Dahl, Park Services Manager  
Jerry Magnetti, Parks Supervisor

### Recommended City Council Action:

Review the proposed changes to snow removal procedures from the Parks, Recreation and Libraries Department, Park Services Division modifying areas of responsibilities and provide comments at the Study Session scheduled for Monday, October 18, 2010.

### Summary Statement:

- Staff from Parks, Recreation and Libraries and the City Manager's Office have collaborated to update snow removal procedures for Park Services operations that meet current staffing and funding levels.
- Existing procedures are proposed to be changed to make more efficient use of staff time and resources. This plan represents a 15% reduction in snow removal responsibilities.
- Changes to existing snow removal procedures (see attached map) include:
  - Snow will no longer be cleared from interior sidewalks in parks that do not provide essential links to schools or regional trails. These are non-connecting sidewalks that provide access only to the interior of the park.
  - Parks, Recreation and Libraries Staff will no longer clear snow from property that, by City Municipal Code, is the responsibility of the adjacent private property owner. Such areas include 72<sup>nd</sup> Avenue from Newton Street to Federal Boulevard; 73<sup>rd</sup> Avenue from Lowell Boulevard to Bradburn Boulevard; various sidewalks on Sheridan Boulevard and Wadsworth Parkway that are not City owned; and private property frontages along Huron Street between 128<sup>th</sup> and 144<sup>th</sup> Avenues.
  - Staff will no longer clear random concrete trail segments that are connected on either end by soft trail (soft trails cannot be plowed without significant damage to the surface).
- Staff will continue to do snow removal on trails and sidewalks that provide pedestrian access to schools and are considered high use corridors.
- Staff will continue to clear snow from City Hall, Public Safety building, recreation centers, fire stations, and occupied public buildings on a priority basis.

**Expenditure Required:** \$0

**Source of Funds:** N/A

**Policy Issue:**

Does City Council support the Park Services Division's plan to change snow removal procedures to meet current staffing and funding levels?

**Alternative:**

City Council could decide to have Parks, Recreation and Libraries Staff continue with the current policy and remove snow from all City-owned sidewalks, parks, and public facilities. This alternative is not recommended by Staff because at current staffing levels, the Park Services Division could be put in violation of City Code snow removal requirements on a regular basis.

**Background Information:**

Parks Services is responsible for clearing snow from parking lots, trails and sidewalks at City parks and facilities. Parks Services does not clear any streets, but is required to have snow cleared at City facilities during all operating hours.

Snow removal is accomplished using six pickup trucks with snowplows and five snow hand-crews consisting of four to six individuals with shovels and motorized snow pushers. For each snow event, the pick-up trucks are responsible to clear 43 miles of sidewalks and trails and 45 acres of facility parking lots. Hand-crews clear 52 miles of sidewalks and plazas at City Hall, the Public Safety Center building and all recreation centers.

By eliminating snow removal from non-essential park trails and areas that are the responsibility of the adjacent property owner, Staff estimates eliminating 12.5 miles of snow removal duties resulting in saving approximately 150 man hours per event, including overtime.

As part of the 2011/2012 budget development, Parks Service staffing was reduced by 4.2 FTE's through work force reduction thereby eliminating an entire snow group, leaving only 4 snow hand-crews to cover all Park Service responsibilities. Recreation centers open as early as 5:30 a.m. while Promenade businesses are open until 1 a.m. creating scheduling issues and coverage problems during extended storms. Manpower reductions will amplify these already difficult circumstances. When snow is predicted, Park Services crews are on call 24 hours a day until the event occurs or there is no longer a viable prediction.

Staff is confident that the plan put forth balances the needs of Westminster citizens with the ability of Parks Services Staff to provide a quality service for the community. This plan sets realistic and achievable goals while using available resources in an efficient manner. These recommendations will be implemented this winter unless City Council has concerns with them.

Park Services Staff will be in attendance at the October 18, 2010, Study Session to present highlights of the plan and answer any questions City Council may have about the recommendations. This plan meets the City's Strategic Plan Goals of "Financially Sustainable City Government Providing Exceptional Services."

Respectfully submitted,

J. Brent McFall  
City Manager

Attachment - Map