



**WINTER
OPERATIONS
MAINTENANCE
PLAN**

WINTER SEASON OF 2020 – 2021

WINTER OPERATIONS MAINTENANCE PLAN

FOR

CITY OF GOLDEN, COLORADO

City Manager

Public Works Director

Deputy Public Works Director

Street Superintendent

Revised Annually

Revisions for 2020-2021

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OVERVIEW

The Street Division is currently responsible for snow and ice control maintenance of approximately 242 lane miles (10' X 1 mile) of asphalt pavement. ALL City streets are maintained (plowed/de-icing material applied) during each storm as required. **Alleys are not maintained for snow and ice control.**

The Street Division utilizes the National Weather Service and Jefferson County Sheriff's Department for up-to-date weather forecast information. In addition the Street Division utilizes the Golden Police Department to determine when snow and ice control operations should begin. This will be done, usually after normal working hours, by the use of officers in the field contacting the Dispatch Officer and advising them of "Potentially Adverse Road Conditions". Dispatch will then contact the appropriate person provided on the "On Call" list and provide them with the information requested on the "Storm Report Form". This information will aid the Supervisor on call to determine how many personnel to contact, what equipment to use, and where to send them. The Police Department are the "eyes and ears" of Golden's streets and play a major role in the effectiveness of our response to various conditions.

The Street Division currently consists of a Superintendent, 1 Supervisor, 2 Crew Leaders, and 8 Street Maintenance Workers for the purpose of snow & ice control. All employees are under the direction of the Public Works Director.

Vehicles and equipment the Street Division uses for snow and ice control:

- 1 - Single Axle Dump Trucks with Plow and Sander
- 2 - Tandem Axle Dump Trucks with Plow and Sander
- 3 - 4x4 Single Axle Dump Truck with Plow and Sander
- 1 - 4X4 550 2 ½ Ton Truck with Plow and Sander
- 1 - 4x4 350 1Ton Truck with Plow
- 2 - Front End Loaders
- 1 - Grader
- 1 - Backhoe
- 2 - Skid steer
- 2 - Mechanical PM-10 Sweepers

The Street Division also has agreements with outside sources for additional equipment and operators if needed.

**2020– 2021
WINTER OPERATIONS MAINTENANCE ACTION PLAN
CITY OF GOLDEN**

**GUIDELINE
RECOMMENDATION**

CITY ACTION

1. Standardize the quantity of de-icing materials applied	The 6 snowplows within the City Fleet are equipped with computer controlled material spreaders. Golden’s terrain is unique and considered a “foothills” community with many inclines. It is currently the City’s Policy, that <u>all</u> streets are plowed each storm. Reductions of de-icing materials applied are anticipated as materials and equipment continue to be upgraded.
2. Calibrate and maintain spreaders	City spreaders are inspected and calibrated at the beginning of each season. Maintenance and inspection for repairs and adjustments are done after each storm. Refer: SOP 26.6 Snow & Ice Control Equipment Inspection & Calibration
3. Purchase better spreaders	Golden will continue to purchase “state of the art” equipment as funds allow.
4. Use snowplows before applying de-icing materials	City policy is to begin plowing once a depth of 2 - 3” of snow has accumulated.
5. Focus material application on priority areas	Material application is done on a priority basis to all bridges, inclines curves, fire stations, schools, and streets as needed. It is at the discretion of each operator to use all materials with “good judgement”, and be as conservative as possible to improve driving conditions. See Winter Operations Procedures.
6. Investigate requests for de-icing materials	Emergency material requests are taken from Police and Fire Departments and responded to as quickly as possible. Since <u>all</u> streets are eventually plowed each storm, materials are applied only where necessary rather than randomly requested “spot applications”.
7. De-icing compounds	The City uses a 50% ice-slicer, 50% salt mixture in the five areas maintained . It has a much faster and longer lasting melting action and requires <u>no</u> sweeping of sand residue after the storm.
8. Limit the use of rock salt to 12 to 20%	When conditions reach a point where the ice-slicer/salt mixture is not effective we will switch to a 1 part salt 5 parts sand mix (17%). This typically occurs when temperatures drop below single digits.
9. Early application of deicers	Materials application is done as conditions dictate. If streets are wet and temperatures are dropping anti-icing is done on a priority basis.
10. Snow Routes	The City of Golden does not have established Snow Routes Refer: SOP 26.13 Parking Limitations for Snow and Ice Events

11. Material Inventory	The Street Superintendent is responsible for ordering the materials needed for the Winter Season. The inventory is based on amounts used to date and a visual inventory of materials in stock. This, in conjunction with the time remaining in the Winter Season, determines what quantities to keep in stock.
12. Utilize weather information systems	The National Weather Service, Internet and Jefferson County Sheriff's Department are our current information sources.
13. Training for operations	Prior to each winter season operators are trained and review the entire Winter Operations Maintenance Plan. Operators are also trained for the proper use of loaders when loading trucks.
14. Maintain sweeping equipment	The City uses two mechanical sweepers. A daily pre and post inspection is routinely performed that includes maintenance, repair and adjustments as required.
15. Increase the frequency of street sweeping	City Policy is to sweep areas that have had salt/sand applied after each storm as soon as conditions allow. All Primary Streets are cleaned first then secondary and residential streets are swept. The City's target is to have all streets cleaned of the winter materials build-up and debris by mid-April. See Operations Street Cleaning, pg. 10.

OPERATIONS

1. WINTER OPERATIONS

During the 2019- 2020 winter season, approximately 117.2” of measurable snowfall, from 19 storms fell on the City of Golden streets. Over 14,613 miles were maintained this past winter season. The City used 750 tons of salt and ice-slicer mix. The average pounds used per lane mile (10’x1mi.) was 147.

Snow and ice control services are provided for community safety purposes primarily and for convenience secondarily. The provision of such services is on a selective basis on those streets where traffic movement and resultant safety demands are the greatest and which impact sizeable portions of the community.

- A. ALL EMERGENCY SITUATIONS (POLICE, FIRE, AMBULANCE, LIFE THREATENING) WILL BE HANDLED IMMEDIATELY. Every effort will be made to make the streets/alleys accessible for emergency equipment.

City plows will not divert to non-City maintained roadways unless a fire truck or ambulance responding to an emergency needs assistance.

The Police Department may only advise of road conditions and shall not direct snow and ice operations of the Public Works Department.

- B. The Winter Operations Maintenance Plan consists of two phases to clear streets and provide vehicle access as quickly as possible. The City is divided into 5 sections with the ability to add a 6th if need be, within these sections the streets are prioritized into 3 categories (see map):
Priority 1 - Primary Streets
Priority 2 - Secondary Streets
Priority 3 - Residential Streets

PHASE I

1. Primary Streets are the first streets to receive winter maintenance activities (see map). These streets are to be maintained until they are determined “passable” before proceeding to the second priority. The term “passable” means that at least one lane each direction has been plowed and/or maintained so that driving is possible.
 - A. Fire Stations (4) will be routinely checked and maintained with 2” - 3” of snow accumulation or when drifting occurs. De-icing materials will be applied to the driveways as needed. The 6th Avenue Frontage Road at Lakewood Fire Station #6 will be maintained and kept free of snow windrows for access to and from the station.
 - B. Streets adjacent to schools (6) will be routinely checked and maintained. An effort will be made to check these locations just prior to and the end of the normal school day. This is typically performed just before **7 a.m. and 2 p.m.**
2. Secondary Streets are the next streets to receive maintenance. Secondary Streets, are main collectors though each of the 6 sections that are maintained for access to the Primary Streets. This procedure allows emergency equipment access from the Primary streets into residential areas as quickly as possible.

3. Residential Streets are the last priority. After all streets within the City are determined “passable” the second phase begins.

PHASE II

1. Phase II is the process of “widening out” the already plowed lanes by plowing the snow as close to the curb face as possible without covering the sidewalks. This procedure is done in the same priority as Phase I. In the event the City crews plow snow onto the sidewalk the Street Superintendent should be contacted immediately by calling the Public Works Department at (303) 384-8160.
2. During this procedure snowplows leave windrows often blocking driveways and parked cars. The alternative is to lift the blade of each driveway apron leaving areas of snow in the street and tremendously reducing the speed in which the streets are cleared. Since this is impractical homeowners, if possible, should be advised to postpone clearing their apron until the street has been “widened out”.
3. The City has a “Black Pavement Policy” which means that we strive to reach bare pavement as quickly as possible. This policy does three things:
 - A. Improves overall driving conditions as quickly as possible.
 - B. Eliminates the need for additional plowing and sanding by placing the snow in the gutter section of the street where the melting process should begin.
 - C. Extends the life of the pavement by reducing the amount of freeze/thaw exposure.
4. When snow is forecasted for accumulations of 6” or more or if amounts exceed 6” the following areas are to be plowed to the center of the street in a wind-row:

Washington Avenue	From	10th Street to 15th Street
Arapahoe Street	From	11th Street to 14th Street
Jackson Street	From	11th Street to 14th Street
Ford Street	From	10th Street to 14th Street
10th Street	From	Ford Street to Illinois Street
11th Street	From	Jackson Street to Arapahoe Street
12th Street	From	Arapahoe Street to Ford Street
13th Street	From	Arapahoe Street to Ford Street
14th Street	From	Arapahoe Street to Jackson Street

- A. When the storm has ended the snow at the above locations will be picked up and hauled to suitable City owned locations. The removal policy for the downtown area improves overall driving conditions and allows for public parking where pedestrian and vehicle traffic volumes are the highest. This policy is cost prohibitive throughout the rest of the City on a routine basis but may be required on an emergency basis if conditions dictate.
- B. The snow storage dumpsite for the downtown area is located on the North side of 11th Street between Illinois Street and Maple Street. This site can be used daily between **7am and 9pm**. Placement of snow hauled to the dumpsite location to begin at the west end and move to the east. See “Snow Disposal and Filtration Plan” under maps. The south parking lot at Ulysses Ball Fields may also be used with no time restrictions. Filtration devices to be used around inlets at this location.

5. City owned parking lots are maintained through a cooperative effort between the Parks and Street Divisions. These lots include:
 - A. City Hall – Police Parking
 - B. City Hall 911 10th St – Administration Parking
 - C. City Hall Annex 1000 10th St
 - D. Community Center – Lower and Upper Lots
 - E. Public Works Office
 - F. Public Parking Lot 1200 block of Arapahoe Street
 - G. Public Parking Lot 800 block of 12th Street – Meyers Hardware Parking
 - H. Public Parking Lot 900 block of 11th Street – Clear Creek History Park
 - I. Public Parking Lot 10th Street and Washington Avenue South West corner – Visitors Center
 - J. Public Parking Lot Golf Course and Splash Water Park

6. City owned sidewalks and trails are maintained by the Parks Division with sidewalks receiving the first priority. Refer to Parks Division Snow/Ice Control Plan.

ICE CUTTING

If conditions occur that create icing in gutters and cross-pans that are determined unsafe or impedes the melting process the ice will be cut and removed. This will be performed in the same priority streets are plowed. If outside sources for additional equipment and operators are needed they will be utilized.

ORDINANCES

1. It shall be unlawful for any owner or occupant of any lot, property or parcel of land, or his/her agent, to fail to remove from any sidewalk adjacent to such property any accumulation of mud, ice, and any other obstruction, and any accumulation of more than one (1) inch of snow no later than twenty-four (24) hours after cessation of snowfall. City of Golden Ordinance, Number 1387.
2. It is unlawful for any person to throw, deposit, or scatter or cause to be thrown upon any public place, snow or ice removed from private property. City of Golden Ordinance, Section 5.01.070 (c) (2).
3. If a violation of the above ordinance is observed and contact cannot be made with the resident, a door hanger will be left as a reminder.

REGULATIONS

1. The City of Golden is committed to a healthy environment for the community and will make every effort to comply with Federal and State Air Quality Standards without compromising safety. Training and education are ongoing to inform operators and citizens of our goal to comply with the guidelines of the Denver Regional Air Quality Control Council.

SPECIAL SERVICES

1. The City of Golden provides the Winter Operations Maintenance Plan on the website at www.cityofgolden.net under the Public Works, Street Division link.

2. STREET CLEANING

Street cleaning services are provided for community safety, health, environmental and aesthetic purposes. The provision of these services is prioritized and scheduled based on the extent to which such ends can be accomplished.

AREAS THAT REQUIRED SALT/SAND APPLICATIONS WILL BE SWEEPED AS SOON AS POSSIBLE. ALL OTHER AREAS WILL BE INSPECTED TO WARRANT SWEEPING OPERATIONS IN ORDER TO CONSERVE FUEL, LABOR AND EQUIPMENT HOURS.

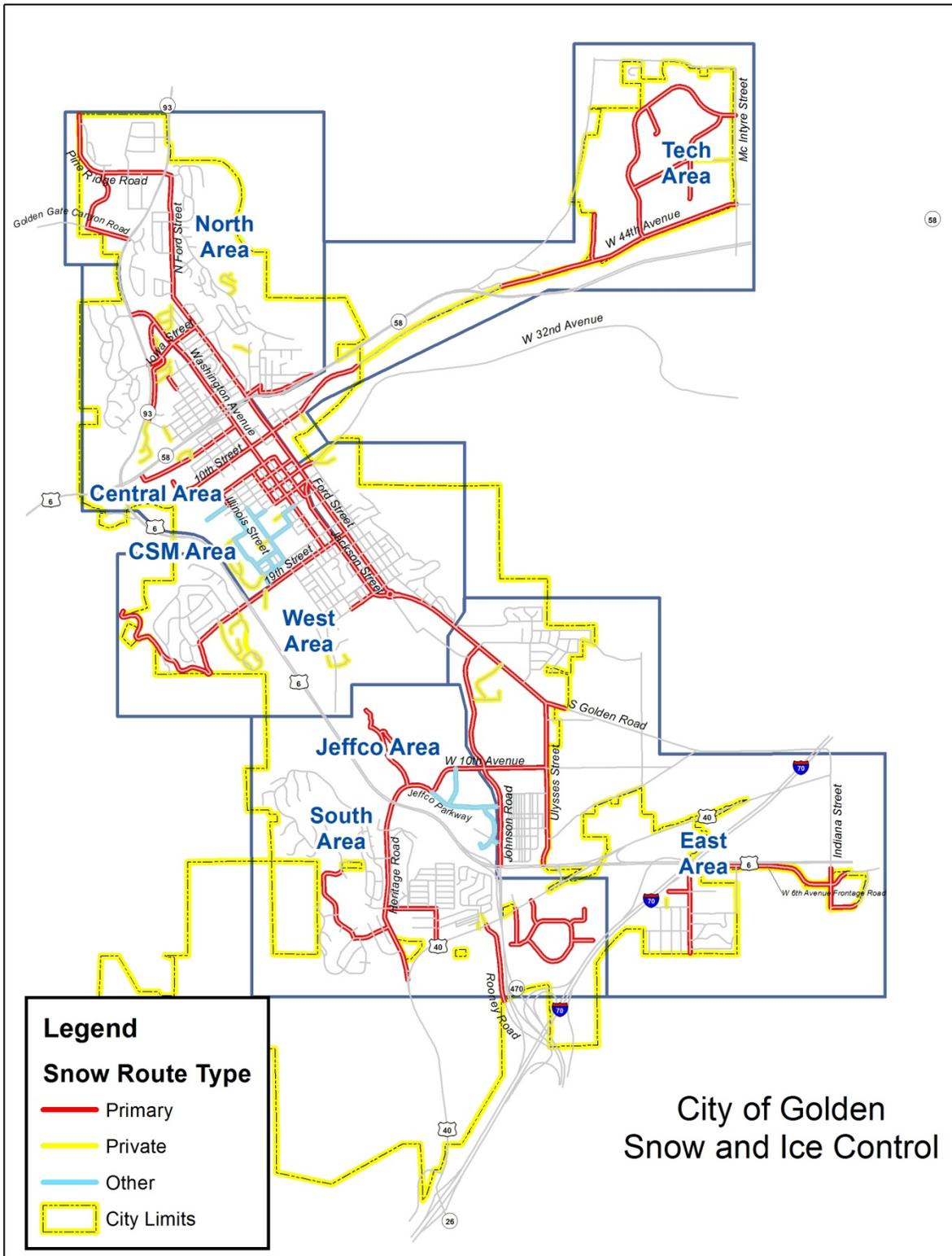
Equipment

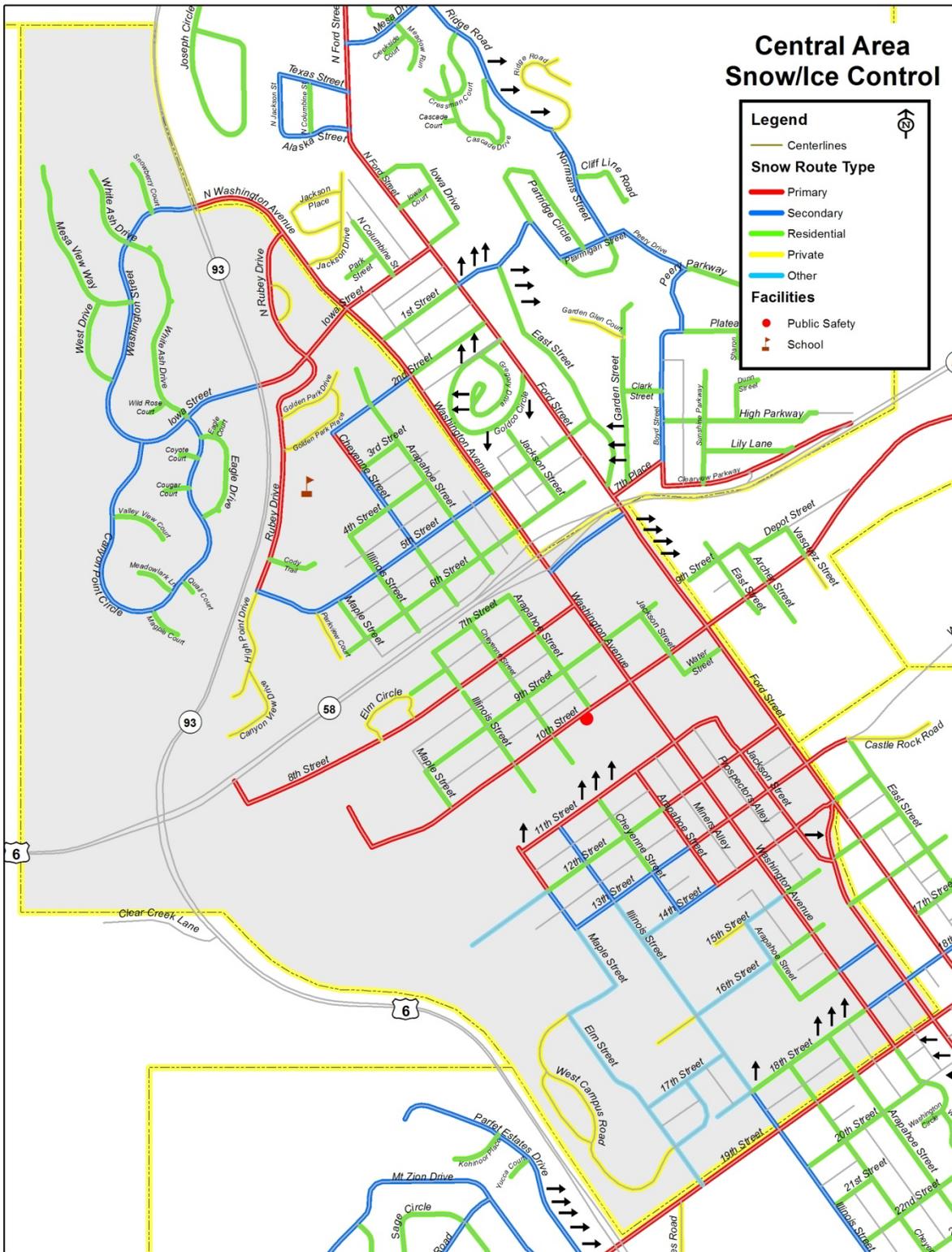
- 1 - 2017 Elgin Broom Bear PM-10 Mechanical Sweeper (4 cubic yards)
- 1 - 2018 Global PM-10 Mechanical Sweeper (4 cubic yards)

Operating Conditions

Dry with temperature of 35° and rising with a minimum of 90% of street pavement exposed.

- A. Cold weather months (October through April)
 - a. Primary Streets – if warranted, are routinely cleaned as soon as possible after every snowstorm, weather permitting.
 - b. Secondary and Residential Streets - routinely cleaned only after Primary streets are completed. The rotation of the 5 sections reduces winter debris buildup over a number of storms.
- 1. The downtown area from 11th Street to 14th Street between Arapahoe Street and Ford Street will be cleaned the FIRST TUESDAY possible.
- B. Spring Cleanup (April)
 - 1. Residents are notified via the city website prior to this activity. Information provided:
 - a. Residents are asked that they sweep winter debris from their sidewalks into the street prior to street cleaning.
 - b. Residents are asked to park vehicles off the street where possible.

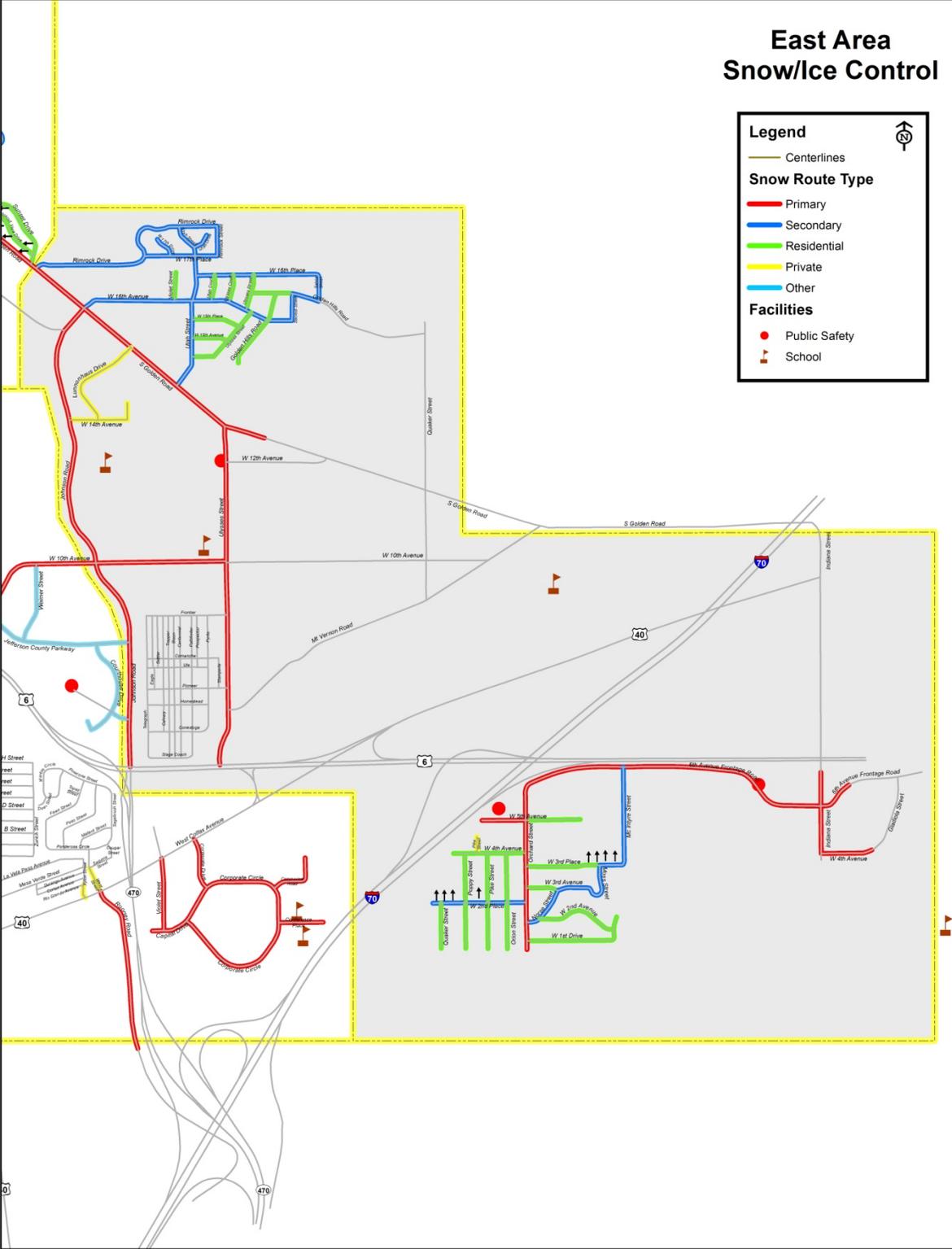




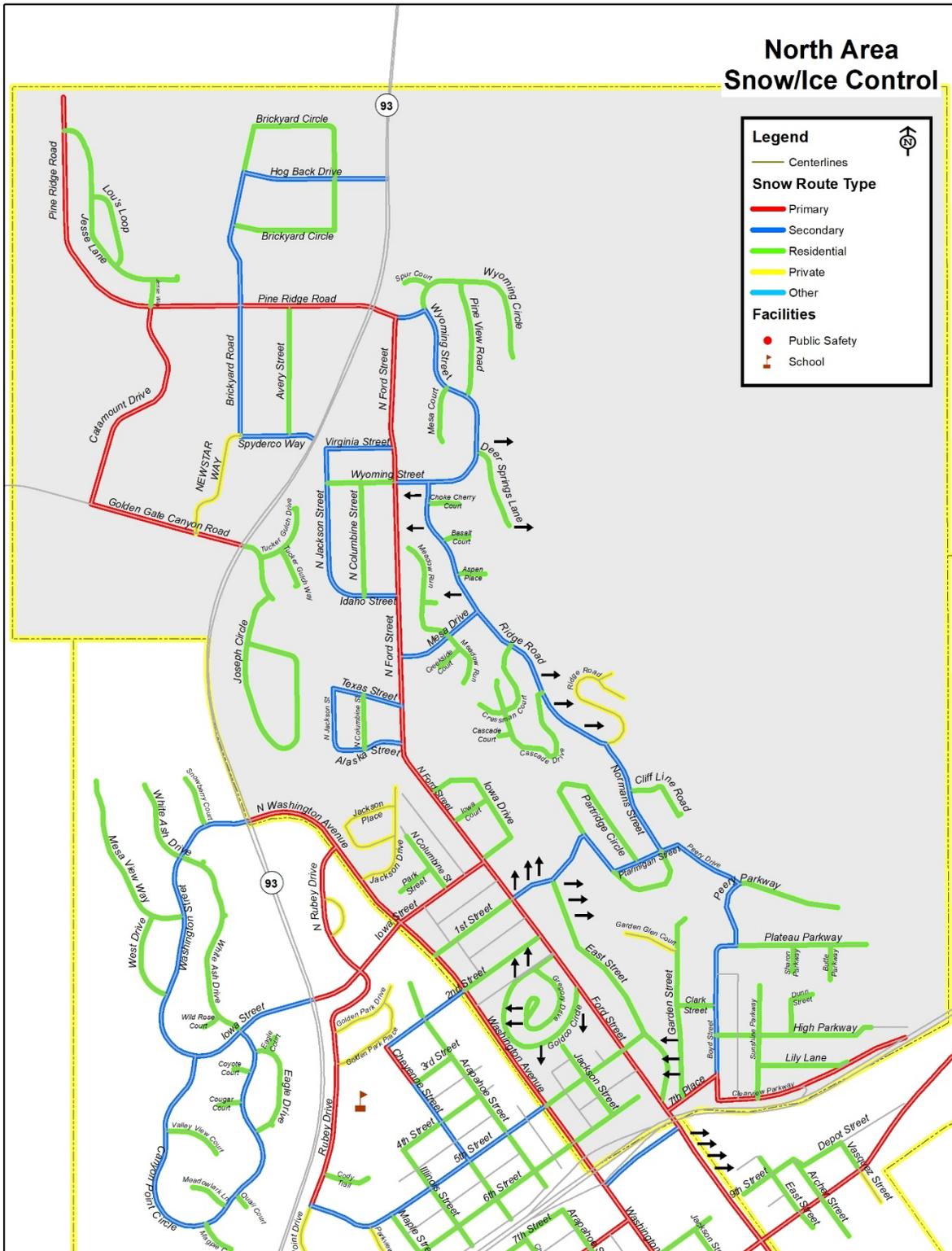
East Area Snow/Ice Control

Legend

- Centerlines
- Snow Route Type**
 - Primary
 - Secondary
 - Residential
 - Private
 - Other
- Facilities**
 - Public Safety
 - School



North Area Snow/Ice Control



Legend

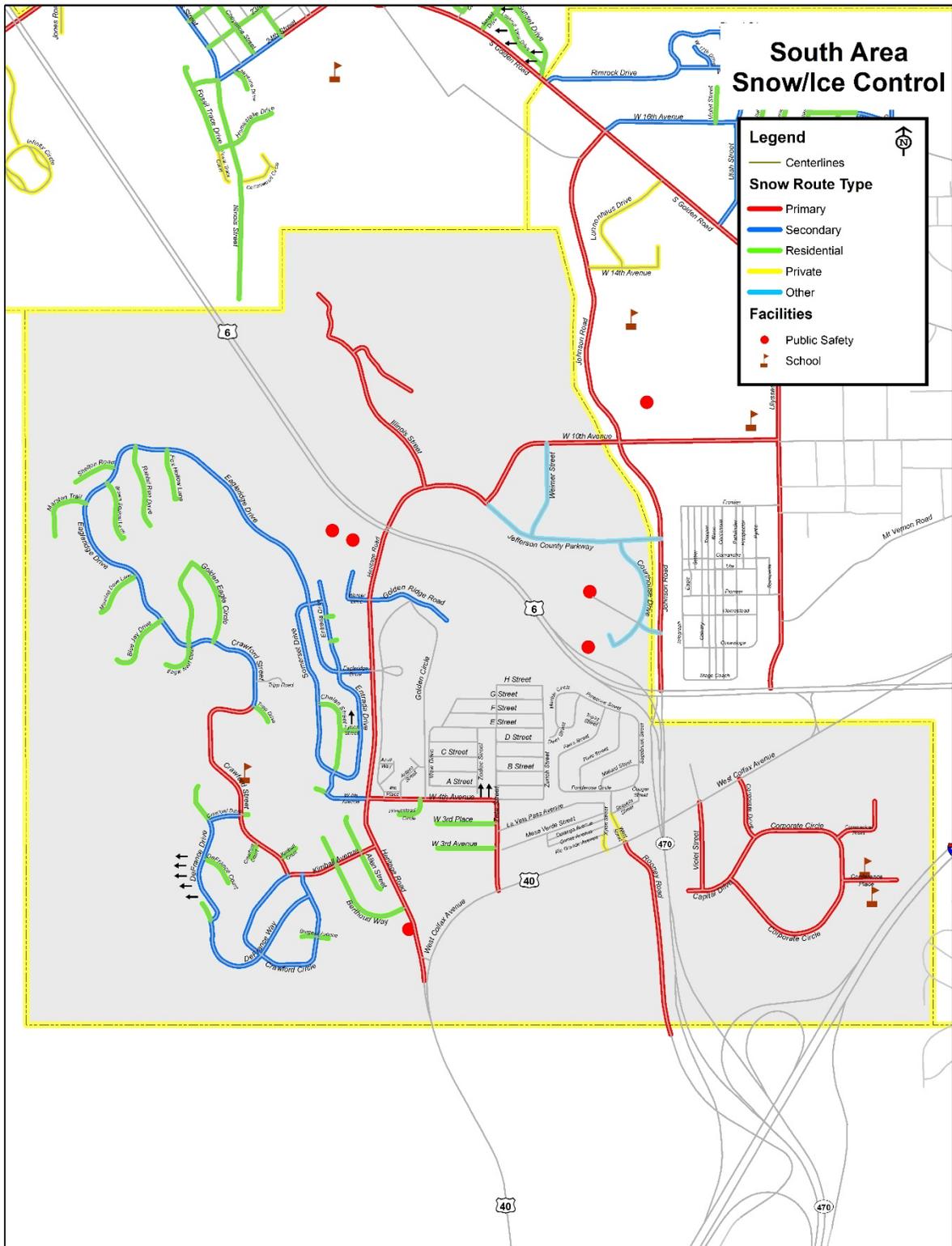
- Centerlines

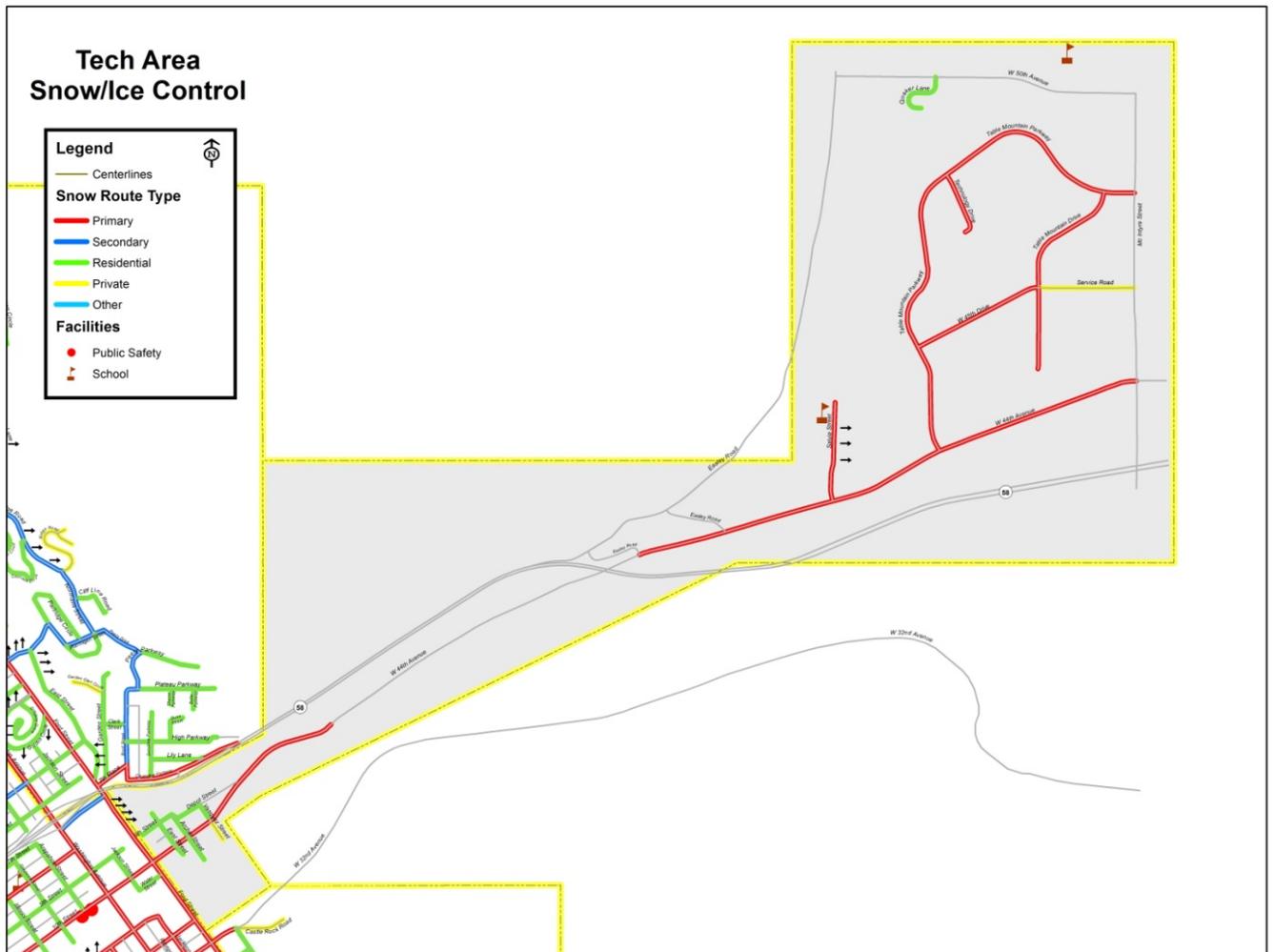
Snow Route Type

- Primary
- Secondary
- Residential
- Private
- Other

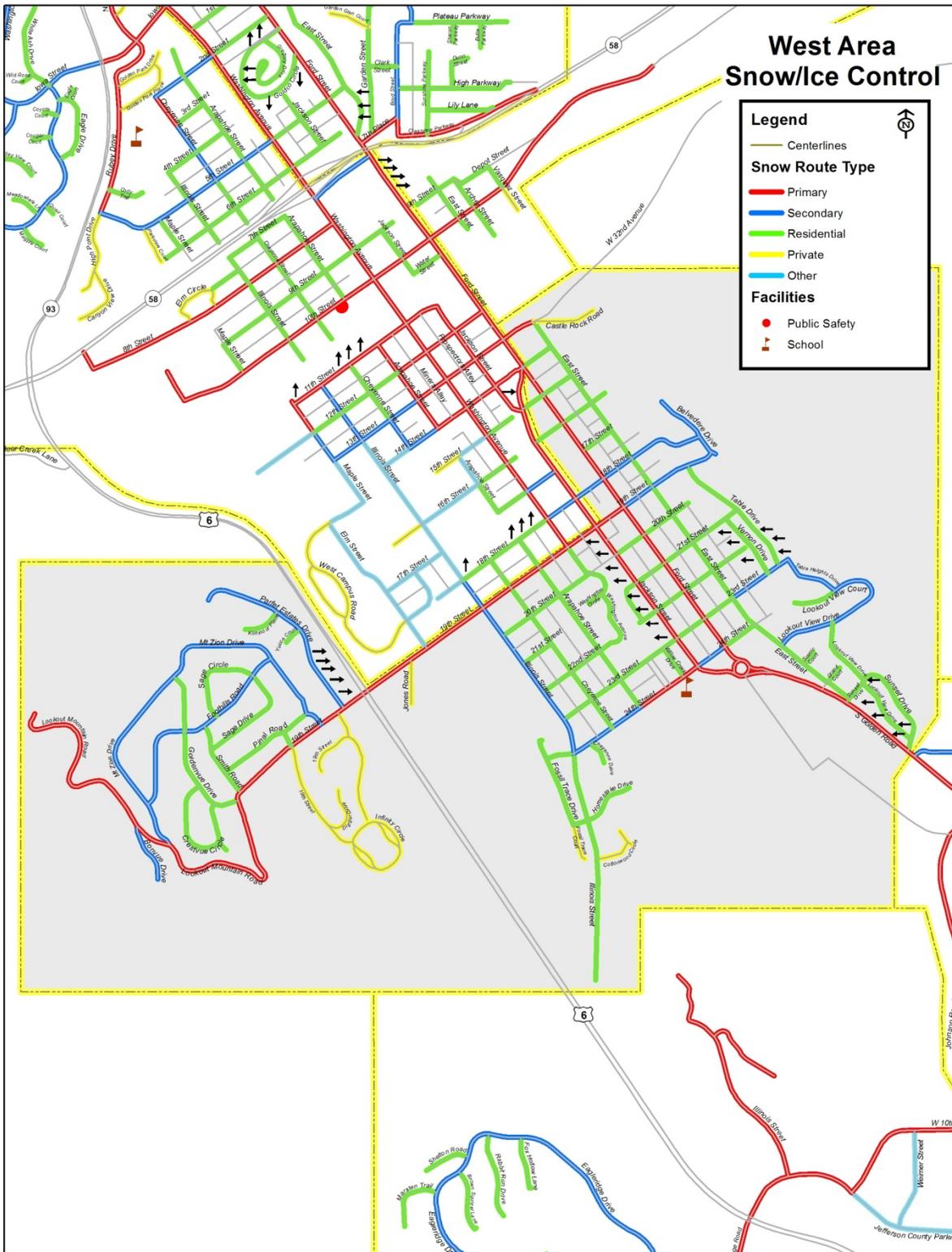
Facilities

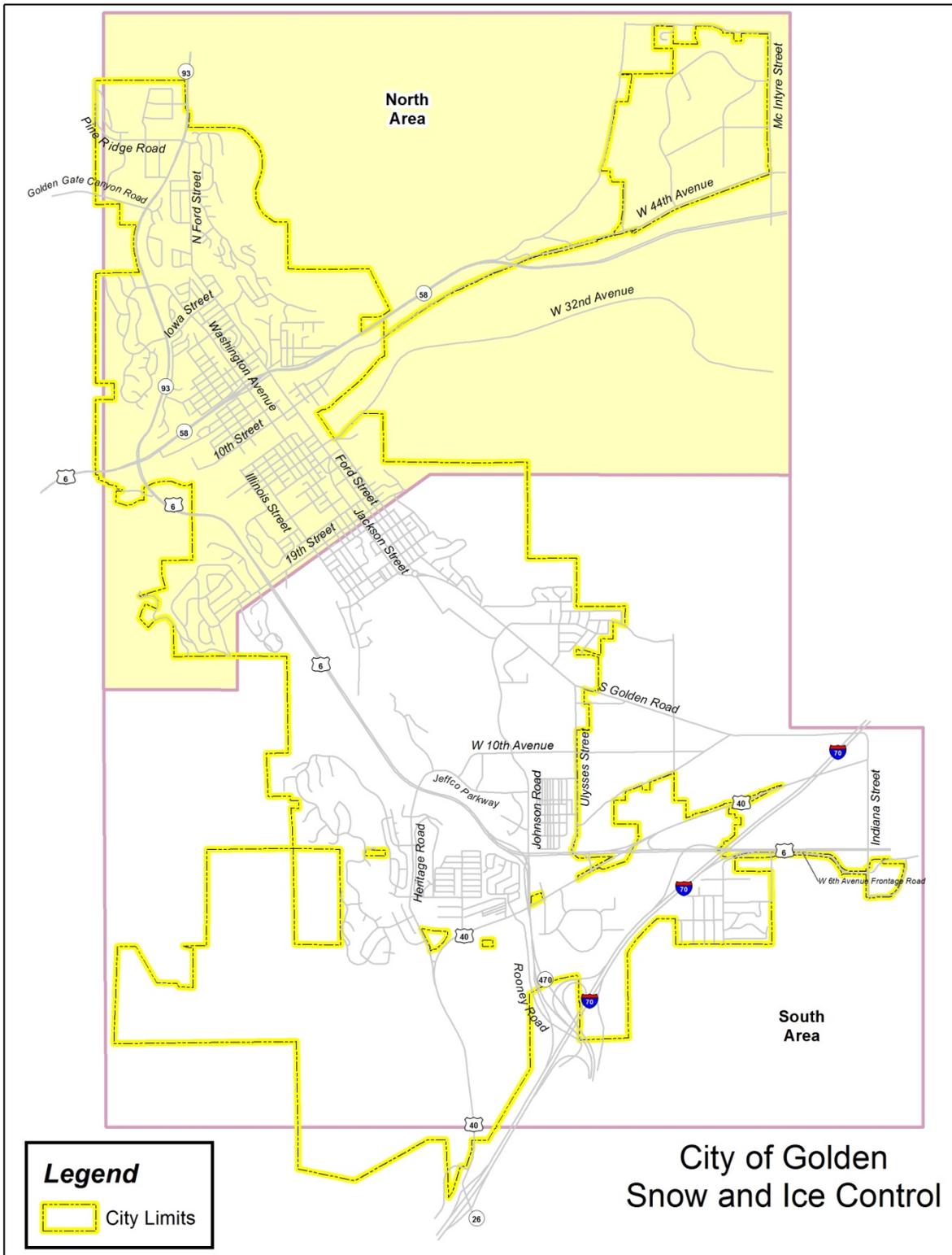
- Public Safety
- School

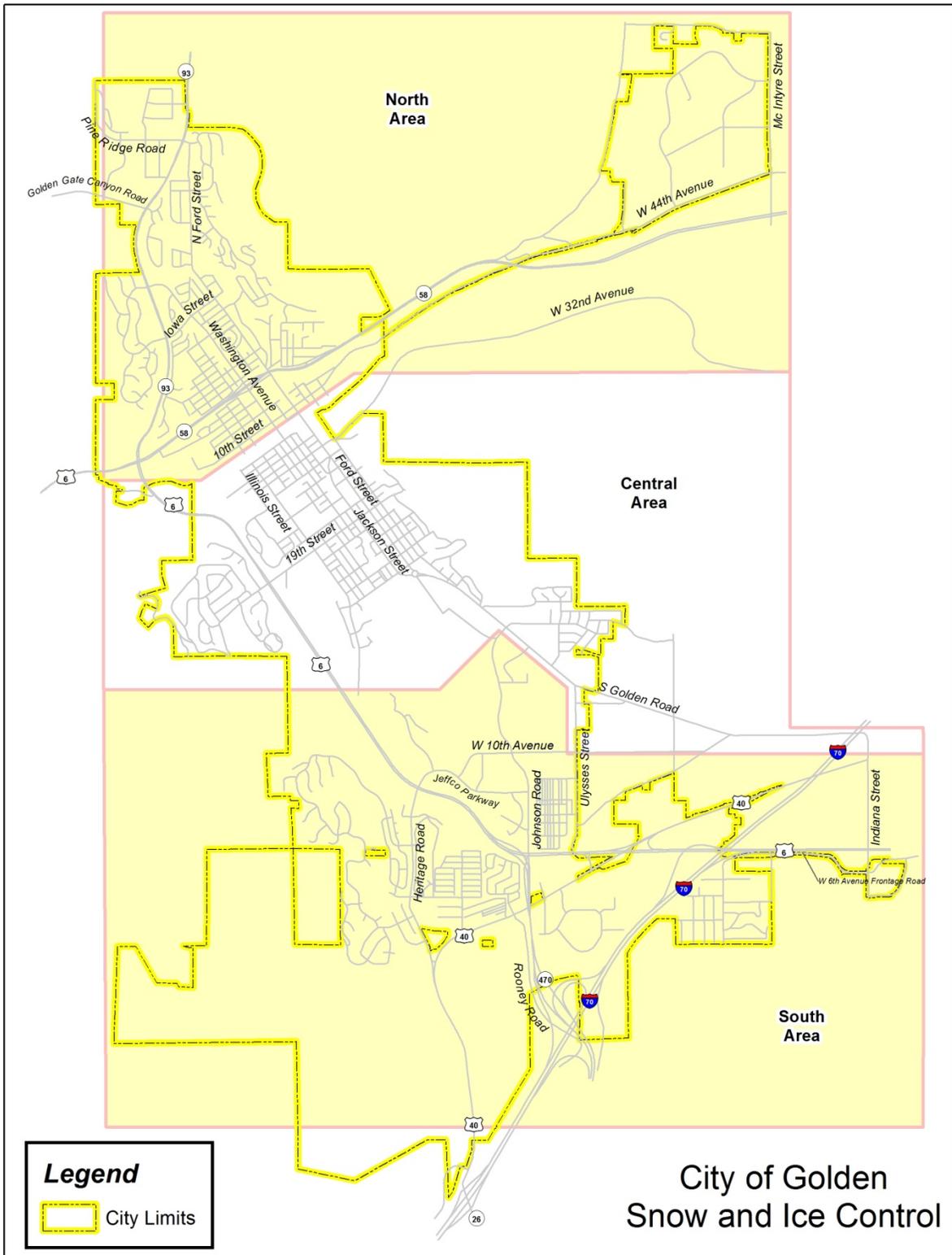




The North and Central trucks shall cover the Tech Area jointly. If deemed necessary the Tech Area shall become the 6th route and covered by an alternate driver and truck.









**Snow Disposal and Filtration Plan
11th Street and Illinois Street
City of Golden, Colorado**



Legend

- Storm Inlets — Storm Pipes
- Storm Outfalls — Trails
- Storm Basins

CITY OF GOLDEN

WINTER OPERATIONS MAINTENANCE PROCEDURES

MATERIAL APPLICATION/PLOWING OPERATIONS

PERSONNEL:

Stephen M Kurtz, Street Supt.
Mike Van Dyke, Street Supervisor
Joseph Dolance, Crew Leader
Paul Whillock, Crew Leader
Randy Bramblett, Sr. Maint.
Fred Rule, Sr. Maint.
Maurice Sanders, Sr. Maint.
Steven Fernandez, Sr. Maint.
Shawn Willbank, Sr. Maint.

BEFORE LEAVING THE SHOP:

- Supervisors shall make visual contact with all operators before they begin work.
- Check with supervisor as to the unit (truck/equipment) you will be operating and in what area.
- Make sure you are dressed for foul weather.
- Fill out all requested storm report form information. Forms will be left in lunchroom area.
- Check all items on the pre-trip VCR (Vehicle Condition Report) form for the equipment you will be using.
- CHECK FUEL
- Check plow, spreader, chains, shovel, hoses, spill plates, spreader settings, flashlight and emergency markers. Danger! Do not pull on gate with hands! If the gate is stuck, use a tool (shovel, pry bar, screwdriver, etc.)
- DO NOT overload trucks with de-icing material. Refer: [SOP 26.9 Loading Procedures for Snow & Ice Materials](#)
- Be mindful of fuel level on front-end loader if left continually running during storm.
- Check spreader operation in the area of the materials bins.
- Call for radio check.
- When plowing make sure the blades make contact with the pavement.
- Start assigned section with PRIMARY STREETS (marked on map).
- EMERGENCY SITUATIONS (Fire, Ambulance, Life Threatening) WILL BE HANDLED IMMEDIATELY. Advise your supervisor immediately of any such emergencies or deviations from your assigned section.
- If weather conditions (pavement temperature, wind chill, etc.) diminish to the point that Salt/Slicer is not performing adequately, all trucks shall switch to salt/sand material for traction benefits.**
- When plowing downtown streets, check with your supervisor as to the placement of snow.
- Maintain hills, curves, intersections and controlled intersections.
- Use materials with “good judgment” during all snow plowing activity. “Good judgment” means to be as conservative as possible when applying materials to improve driving conditions.
- Be mindful of “custom plowing” (see maps) in your areas and maintain throughout the storm. This includes Fire Stations.
- Periodically check spreader and materials pattern.
- Maintain speeds that are safe for conditions (average speed 15 to 18 m.p.h.).
- Raise dump bed no higher than the bottom of the rear window while vehicle is in motion, and never raise it with a full load.
- If snow is maintaining a 2” - 3” cover on the road surface or if icy conditions persist on Primary Streets our efforts will remain there until they are determined passable for emergency equipment.
- The term “passable” means that one lane each direction has been plowed and maintained so that driving is possible.
- If conditions are “icy” and chains are necessary contact your supervisor and advise him that you will be returning to the shop and will need assistance to install them.
- After Primary Streets are determined “passable” then begin the Secondary Streets.
- After Secondary Streets are determined passable begin the Residential Streets.

- After Residential Streets are determined as “passable” contact your supervisor for further instructions.
- The term “widen-out” means to widen the plowed lanes by laying the wind-rowed snow to approximately one foot away from the gutter flow line.
- OBEY ALL TRAFFIC CONTROL DEVICES. TRAFFIC SIGNALS, STOP SIGNS, ETC.
- DO NOT PLOW AGAINST TRAFFIC.
- DO NOT PLOW ONTO SIDEWALKS!
- KEEP PLOWS AND EQUIPMENT OFF OF PRIVATE PROPERTY.**
- Make sure all wide intersections are cleaned thoroughly; push all snow to within one foot of curb and make sure intersections have rounded corners.
- In cul-de-sacs, make one pass with the truck as wide as possible or determine a location that the snow can be pushed so that it will not cause a problem.
- ALWAYS USE EXTREME CAUTION WHEN BACKING UP. BACK UP ONLY WHEN NECESSARY.
- When plowing tandem, maintain ample stopping distance between trucks. Rear driver is to help lead driver with backing up and turning maneuvers.
- When making the last pass, position the plow so that the snow is wind-rowed approximately one foot from the face of the curb or flow line. If plow damage to curbs is incurred, document the information and give it to your supervisor.
- Should the plow strike an object (manhole, water valve) check plow for possible damage. If plow needs new blades or bolts, document it on the VCR ticket so that necessary repairs are made promptly. Also report all damage to your supervisor.
- Complete post trip VCR form.
- After returning to base, clean all salt, snow and ice off trucks before parking them in garage.
- Keep garage bay doors closed to conserve energy.
- Be sure to COMPLETE the Storm Report Form when you have finished your shift.
- Check with your supervisor before you leave and report any “incidents” or “unusual occurrences” that happened during your shift.
- Snow plowing areas are primary assignments. Vehicles and manpower may be switched as needed.

SALT/SAND SPILLS:

- If small amount of materials is spilled, shovel it back into the truck.
- If larger amounts are spilled, call the supervisor for instructions.
- Materials spilled at the shop facility will be collected following completion of snow plowing operations. A designated employee will use the end-loader to scrape loading area and push the material back into its stockpile.

SNOW PLOW ACCIDENT PROCEDURE:

If witness to an accident, notify Police Dispatch of the following:

- Location - street address and cross street if possible.
- Indicate whether emergency medical treatment is needed.
- Request Police or Fire Department personnel if needed.

If involved in an accident:

- Contact your supervisor and Police Dispatch.
- Stay with the vehicle at the scene of the accident, and wait for assistance.
- Place warning markers as needed for safety purposes, and to warn other drivers.
- DO NOT discuss accident with others involved.
- Refer to SOP Property and Casualty Claim Reporting Procedures, pg 14.**
- Do not use your vehicle to pull out motorists that are stuck or to jump-start another vehicle. If you witness a vehicle that is obstructing traffic or causing an unsafe condition contact Police Dispatch and advise of location and description of vehicle.

REMINDERS:

- KEEP PLOWS AND EQUIPMENT OFF OF PRIVATE PROPERTY.**
- UNDER NO CIRCUMSTANCES SHOULD YOUR SHIFT EXCEED 14 CONSECUTIVE HOURS IN A 24 HOUR PERIOD.
- Location of twisted or downed stop signs, broken and hanging tree branches, leaking fire hydrants or unusual amounts of water, and damage to any part of the City infrastructure should be reported to the supervisor for documentation, and follow-up.
- If during your snow plowing operations you witness an individual removing snow from private property into the street contact the supervisor immediately with the location and description of the vehicle or individual.
- Make sure turning maneuvers are executed slowly.
- Use extra caution during nighttime driving.

- Use the two-way radio only for emergencies and job-related communication. **Refer to SOP 2-Way Radio Policy and User Agreement.**
- Before starting downtown cleanup, contact your supervisor for the proper procedure.
- After you have finished your shift make sure the vehicle is fueled and interior of the vehicle cab is clean of all debris.
- If chains will improve the control and operation of your vehicle USE THEM!

EQUIPMENT CLEANUP:

- If storm has ended and there is no snow forecast for the next 48 hours empty material back into the stockpile. Wash down truck, sander and plow in designated wash bay, clean interior and park.
- If snow is forecasted within the next 48-hour period leave trucks loaded with material. Clean interior and park in garage.
- Inspect all equipment during cleanup for wear or damage and follow up with the appropriate action.

CITY OF GOLDEN
SAFE DRIVING HABITS FOR SNOW PLOW OPERATORS

1. **Always inspect your vehicle before leaving the shop.**
Be sure to fill out the Vehicle Condition Report (VCR). Check all tires, wipers, washer fluid, etc. Inspect the blade and all hook-ups. Repair all deficiencies before leaving.
2. **Don't tailgate.**
Plow trucks cannot stop on icy roads any faster than automobiles. Always keep your distance.
3. **Watch your speed.**
Don't drive faster than conditions should allow. Different truck and plow designs will allow for different speeds to be driven. Know your truck. Don't become over confident.
4. **Be rested and alert.**
Don't drive when fatigued. Slower reflexes could cause an accident.
5. **No drugs or alcohol should be used prior to driving.**
Tell your supervisor when you are taking medication. If you are taking prescribed medication, a note from your doctor will be required.
6. **Watch out for the other guy.**
Never assume a motorist has full control of his/her car. Many motorists are not certain of where their destination is or just how to get there. They could make a sudden move on an icy road, which may cause an accident.

Many motorists do not have the knowledge or proper equipment for driving on slick roads. Watch the motorists as he/she passes you.

Sometimes lane changes on snowy roads can cause the person to lose control.

Watch the motorist who has frosted or unclear windshields. Give them as much room as possible because they may not know where you are.

Be cautious during sunrise and sundown. Many motorists can be blinded by the bright light and steer into your plow.
7. **Always have control of your vehicle.**
Watch for soft spots or poor road conditions that could cause your plow blade to "hang up". When this happens, your plow truck will follow the direction of the plow and put you into oncoming traffic.
8. **Be prepared during white-out conditions.**
Drive with caution and drive slowly. Make certain your lights are cleared off and visible to oncoming traffic.
9. **Check your equipment frequently.**
Stop every couple of hours and re-check the conditions of your plows equipment.
10. **Be courteous.**
Don't throw snow on sidewalks, cars or pedestrians. Be friendly to the public and wave to others!



City of Golden

PROPERTY & CASUALTY CLAIM REPORTING PROCEDURES

1. WHERE TO REPORT CLAIM

- To Your Supervisor;
- Jeff Hansen (x8020) or Denise Hish (x8011)

2. WHAT IS A PROPERTY/CASUALTY CLAIM?

- Auto accident / City property damage of any nature
- Written notice by the claimant;
- Written notice from an attorney on behalf of the claimant;
- Receipt of a Summons or Complaint; or
- Knowledge of a claim or occurrence which could result in a claim.

3. WHEN SHOULD A CLAIM BE REPORTED?

- All claims and ***potential*** claims should be reported immediately whether or not all the information concerning the claim is available. You should provide any additional information as it becomes available.

4. HOW DO YOU REPORT A CLAIM?

- Claim's should be reported immediately by telephone to Jeff Hansen-x8020 or Denise Hish-x8011.

5. WHAT INFORMATION SHOULD YOU PROVIDE?

- Promptly provide the following information; if this information is not available at the time of the initial claim report, it should be forwarded immediately upon receiving:
 - A completed Notice of Loss form.
 - Safety Committee Incident Report
 - Workers Compensation form if employee is injured

- Copies of any documents received (including any correspondence, demands, notices, summons, complaints, or other legal papers) in connection with a claim or lawsuit.
- Any supporting documentation you can supply. Keep in mind that any information that can be provided will greatly assist CIRSA in investigating the claim. The following are examples of the kinds of supporting documentation that would be helpful (it is not an all-inclusive list):
 - Photos
 - Witness names and statements
 - Police and fire reports
 - Estimates of damage
 - Internal memoranda

NOTE: In no instance should the initial reporting of a claim be delayed while you gather supporting documentation.

6. WHAT YOU MAY TELL A CLAIMANT?

- **Do NOT** admit liability (responsibility or fault).
- **Do NOT** agree to pay all or any part of a claim, assume any obligation or incur any expense, other than first-aid and emergency treatment, without the consent of CIRSA.
- You may provide claimants with the name and address of CIRSA.

CIRSA
 Claims Department
 3665 Cherry Creek North Drive
 Denver, CO 80209
 Phone: 303-757-5475
 FAX: (303) 757-8950

- You may advise claimants to contact CIRSA regarding their claim.

7. WHAT HAPPENS AFTER A CLAIM IS REPORTED TO CIRSA?

- Once a claim is reported to CIRSA, the following occurs:
- CIRSA determines whether coverage exists.
- A claims adjuster is assigned and a claim file is opened.
- CIRSA acknowledges receipt of the claim by sending a confirmation letter to the member including the claim number assigned to the claim.
- CIRSA investigates the claim.
- CIRSA evaluates the claim for settlement, defense or denial.
- CIRSA notifies the member of the final outcome.

City of Golden 2-Way Radio Policy And User Agreement

Overview

The City of Golden uses a private frequency radio service for communications throughout the City and between other Divisions. Radios are installed in vehicles, equipment and offices, along with portables that are available for use in remote areas. This service is licensed through and regulated by *The Federal Communications Commission*. The following policy and guidelines must be adhered to by all employees that use the City's 2-way radio system.

Policy

All employees that have access to the radio system will be assigned a "call number" by their immediate supervisor. This will eliminate any confusion when someone is trying to reach a Bob, or a Mary, or a Jerry on the radio.

All employees will identify themselves by call number when starting any transmission on the 2-way radio system, (i.e. **'427'**, your number first, **'to 345'**, the person you are calling).

Employees must first monitor any radio transmissions by others, before using the radio.

Emergency situations have priority on the radio system. All employees, unless directly involved in the emergency, must clear the frequency and remain off the radio until the situation has been resolved.

Employees are responsible for reporting any radio problems to their immediate supervisor or the Fleet Maintenance division for repairs. This will insure proper communications remain intact.

Guidelines

When making a call on the radio, keep it short and to the point. This helps keep the radio open for others to use.

Be courteous and polite. Watch what you say, you don't know who is listening and you may offend someone.

Do not broadcast songs or commentaries from any other radio source. This is an illegal function and is punishable by fines and suspension by the F.C.C., not to mention the disciplinary action that could be imposed.

Be in control of your radio at all times. Don't let the microphone sit on a truck seat where you have the chance to throw something on it and start broadcasting unwanted information.

Make sure your radio is in good working condition. Remember, communication is a vital part of safety.

STORM REPORT GOLDEN POLICE DEPARTMENT

Please relay the following information to the street division contact. Return form to Street Superintendent upon completion.

CONTACTED: _____ Time: _____ Date: _____

1. Time

		Month	Day	Year
Storm Started:	_____ AM/PM			
Storm Ended:	_____ AM/PM			

2. Location

City Wide Isolated Bridges/Problems Areas

3. Description

Amount of Snow Accumulated: _____ Inches

Dry Snow Wet Snow Sleet Freezing Rain

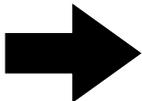
Temperature (°F): _____ Wind from the: _____ Wind _____ MPH

Visibility: Good Fair Poor Overall Condition: _____

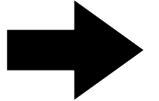
4. Forecast:

Source: _____ Time: _____ Depth of Snow: _____

SUBMITTED BY: _____ TITLE: _____



SEE OTHER SIDE FOR STREET DIVISION SNOW PLOW CREW LIST



Storm Report Form Delivered to Dispatch by _____

Date/Time _____

STREET DIVISION SNOW PLOW CREWS

Name	Home	Cellular	Call #	Truck #
Steve Kurtz, Superintendent			142	
Mike Van Dyke, Supervisor			143	
Paul Whillock, Crew Leader S			146	
Fred Rule N			154	
Maurice Sanders E			149	
	W		153	
Henry Ho C			148	

Name	Home	Cellular	Call #	Truck #
Steve Kurtz, Superintendent			142	
Mike Van Dyke, Supervisor			144	
Joseph Dolance, Crew Leader S			152	
Shawn Willbanns N			145	
Randy Bramblett C			147	
Steven Fernandez W			150	
	N		151	

FLEET MAINTENANCE

Name	Home	Pager	Cellular	Call #
Joe King, Fleet Superintendent				163
Eric Casey, Mechanic				165
				162
Blaze Walker				164

**FIRST CONTACT HIGHLIGHTED INDIVIDUAL ON SHEET
AT HOME NUMBER – IF UNABLE TO REACH AT HOME,
PLEASE CALL CELL OR PAGE (FLEET ONLY).**

AGENDA ITEM 4

Commissioner moved that the following Resolution be adopted:

BEFORE THE BOARD OF COUNTY COMMISSIONERS

OF THE COUNTY OF JEFFERSON

STATE OF COLORADO

RESOLUTION NO. CC99-497

RE: Intergovernmental Agreement Regarding Street Construction and Transportation Issues
(Jefferson County Government Center/44th and McIntyre)

Resolved, that the Board of County Commissioners hereby approves an Intergovernmental Agreement, between the City of Golden and Jefferson County regarding street construction and transportation issues (Jefferson County Government Center/44th and McIntyre).

Commissioner seconded the adoption of the foregoing Resolution. The roll having been called, the vote was as follows:

Commissioner
Commissioner
Commissioner Patricia B. Holloway, Chairman

The Resolution was adopted by unanimous vote of the Board of County Commissioners of the County of Jefferson, State of Colorado.

Dated:

WHEREAS, to facilitate such improvements to the County maintained streets in the 44th & McIntyre area, the City intends to amend its Capital Improvement Plan to include a contribution toward construction of McIntyre Street improvements from 44th Avenue to Colorado 58, as provided herein; and

WHEREAS, the parties agree that cooperation as to construction of streets and transportation facilities affecting the other party will be mutually beneficial to the citizens of their respective jurisdictions, and, therefore, wish to cooperate as provided below in construction and planning of those facilities.

NOW, THEREFORE, in consideration of the covenants and promises herein contained, the parties hereby agree as follows:

1. Golden will contract for construction of Johnson Road. In order to expedite construction of Johnson Road across the property, Jefferson County will contribute funds to be used for construction in the amount of \$550,000.00 (Five Hundred Fifty Thousand Dollars). Said contribution shall be achieved by direct progress payments to the City's contractor upon request by the City.

2. To the extent authorized by law, the City will amend its Capital Improvement Plan to reflect a contribution of \$200,000.00 in fiscal year 2003, and \$350,000.00 in fiscal year 2004 toward construction of McIntyre Street improvements from 44th Avenue to Colorado Highway 58.

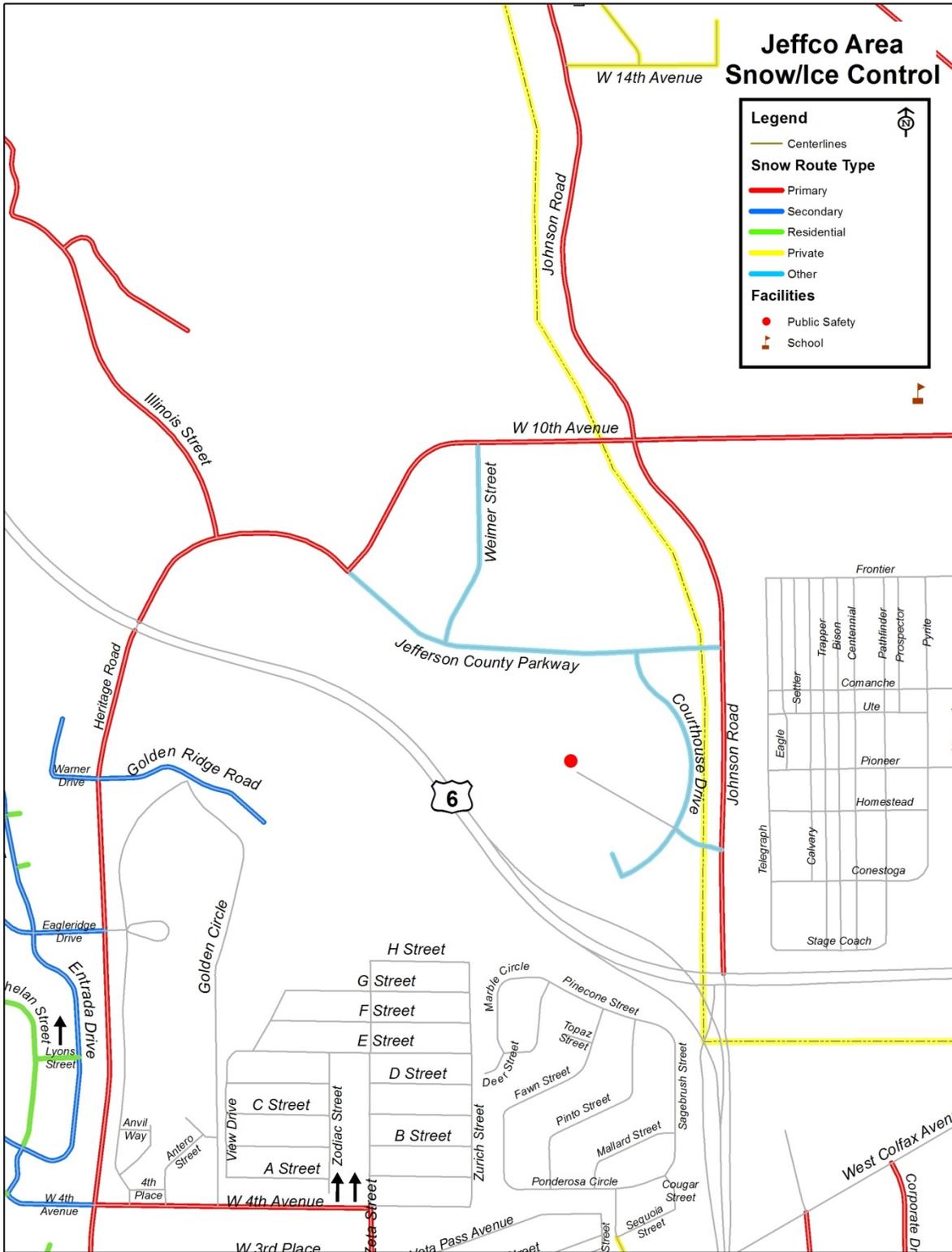
CITY OF GOLDEN

JEFFERSON COUNTY, COLORADO

Jan C. Schenck, Mayor

Date

Date



INTERGOVERNMENTAL AGREEMENT

Regarding Street Sanding and Snow Plowing

THIS INTERGOVERNMENTAL AGREEMENT, hereinafter the "Agreement," is entered into between the City of Golden, hereinafter "Golden," and Colorado School of Mines, an agency of the State of Colorado, hereinafter "CSM," on the last date written below.

WHEREAS, in order to provide optimum service to Golden residents and members of the CSM community during the winter months, CSM has performed additional sanding and plowing of the streets intersecting the Colorado School of Mines campus; and

WHEREAS, the parties desire to formalize their arrangement in this Agreement in order to equitably apportion between themselves the responsibility for the actions of their respective agents and employees who are engaged in snow removal and street sanding operations.

NOW, THEREFORE, in consideration of the covenants and promises herein contained, the parties hereby agree as follows:

1. CSM shall provide the personnel and equipment necessary to plow and sand the parking lots, driveways, and alleyways located on the CSM campus as well as that portion of all public streets intersecting the CSM campus. These streets have been marked on the map of the CSM campus, which is labeled Exhibit A and is attached hereto and incorporated herein by this reference.

2. CSM shall be responsible for conducting the above described snow plowing and street sanding operations in a timely and workmanlike manner when necessitated by inclement weather conditions. CSM will perform these operations according to the City's current snow and ice control procedures (attached) as Exhibit B and may be amended from time to time.

3. CSM shall be responsible for complying with Regional Air Quality Guidelines. Currently sanding should not exceed 300 pounds per lane mile, and salt content may not exceed 17%. CSM shall report at the City's request, the total tons of sand used, lane miles sanded, the number of vehicles and the number of storm responses.

4. Upon request, Golden shall be responsible for supplying to CSM at its own expense the appropriate sand and salt mixture in sufficient quantity to accomplish the above described operations. CSM shall reimburse the City for the cost of any mixture applied to CSM's parking lots, driveways, private roads, and alleyways.

RESOLUTION NO. 569

A RESOLUTION OF THE GOLDEN CITY COUNCIL APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE COLORADO SCHOOL OF MINES FOR THE SANDING AND PLOWING OF CITY STREETS WITHIN THE MINES CAMPUS AREA

WHEREAS, the city council feels that the cooperation of the Colorado School of Mines (CSM) and the City for the plowing of snow and sanding of city streets within the CSM campus area will serve the public in a more efficient manner; and

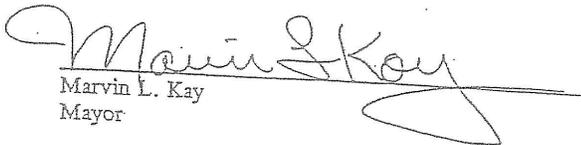
WHEREAS, the city council hereby expressly declares that the Intergovernmental Agreement between the City and CSM will not in any manner affect the ownership, control and use of the city streets within, upon or through the CSM campus area; and

WHEREAS, such streets have been and shall remain under the ownership and control of the City.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GOLDEN, COLORADO:

That in compliance with Golden Charter Section 15.6, the Intergovernmental Agreement Regarding Street Sanding and Snow Plowing is approved in substantially the same form as the copy thereof accompanying this resolution, subject to the above declarations.

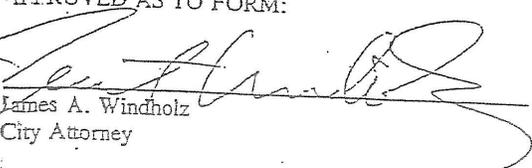
Adopted the 27th day of October, 1994.


Marvin L. Kay
Mayor

ATTEST:


Susan M. Brooks, CMC/AAE
City Clerk

APPROVED AS TO FORM:

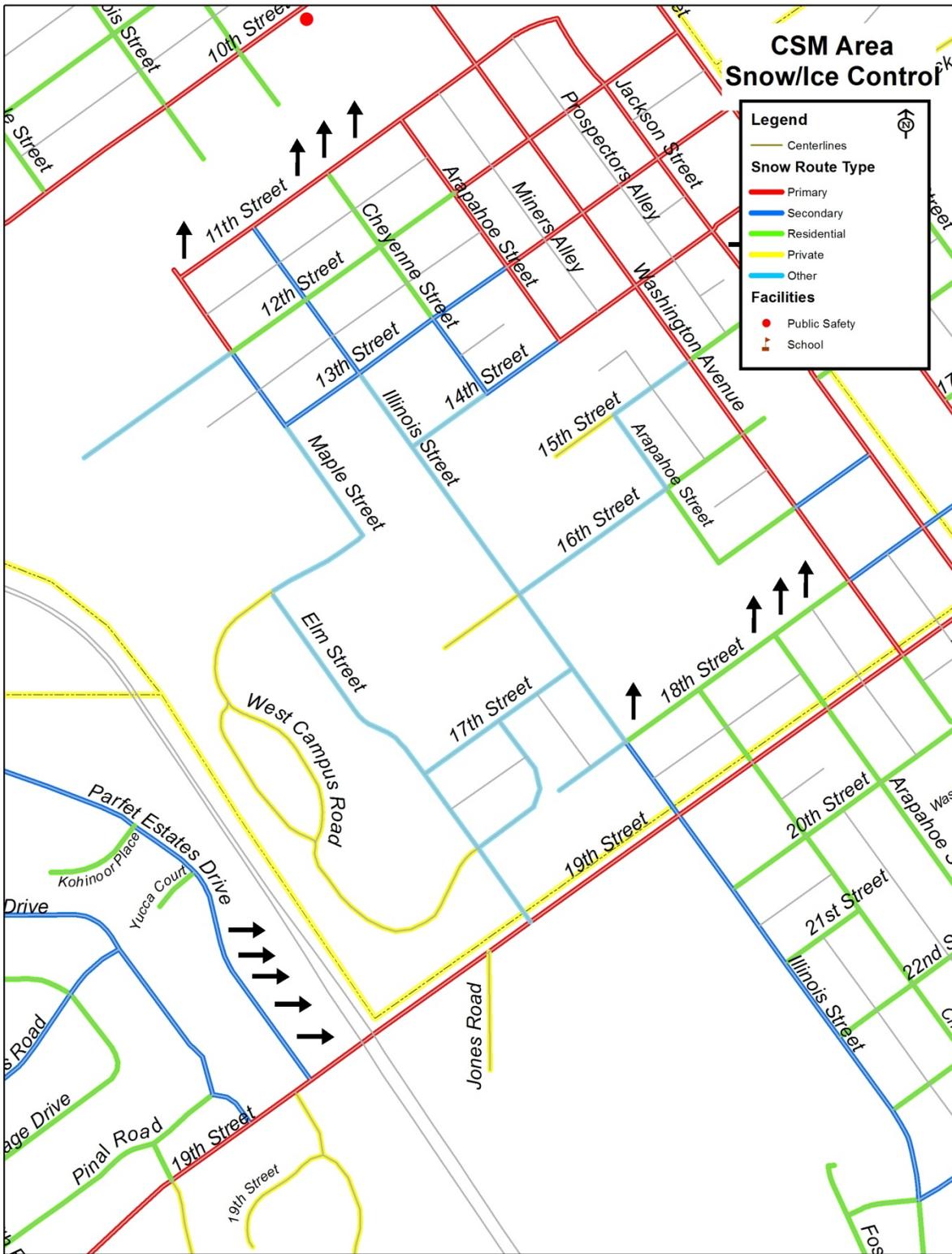

James A. Windholz
City Attorney

I, Susan M. Brooks, City Clerk of the City of Golden, Colorado, do hereby certify that the foregoing is a true copy of a certain Resolution adopted by the City Council of the City of Golden, Colorado at a regular meeting thereof held on the 27th day of October, A.D., 1994.

SEAL)

ATTEST:


Susan M. Brooks, City Clerk of the City of Golden, Colorado



Golden Public Works Department Standard Operating Procedure

NUMBER: 26.6

TITLE: Snow & Ice Control Equipment Inspection & Calibration

GENERAL PROCEDURE:

To be adequately prepared for snow and ice control storm events, the following procedures are adopted by the Public Works Department:

1. The Fleet Division shall conduct a comprehensive inspection of all snow and ice control equipment, perform all required equipment calibrations, and ensure that all snow and ice control equipment is ready for use prior to October 1st of each year.
2. The Fleet Division shall conduct a comprehensive inspection of all snow and ice control equipment after a storm event requiring the equipment's use.
3. The Fleet Division shall fill out a Post Trip Snow and Ice Control Equipment Inspection Form, which details the findings of the inspection. If a repair is deemed necessary, standard work order forms shall be filled out and work order processes followed.
4. Fleet Division staff is strongly encouraged to perform walk-around inspections during plow operations, as equipment is available at the Fleet Shops.
5. Public Works staff shall comply with the checklist entitled "Before Leaving the Shop" in the procedures section of the City's Snow & Ice Control Plan.

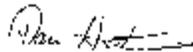
MISCELLANEOUS NOTES and COMMENTS:

Snow and Ice Control Equipment operators must report any malfunctioning equipment immediately upon discovery to the Fleet Division staff so that appropriate repairs can be completed.

S.O.P. prepared by: Vince Auriemma

Date: Sept. 2, 2003
Revised: Nov. 1, 2007
Reviewed: Dec. 19, 2011

Approved by



Public Works Director

Date: 12/19/11

Golden Public Works Department Standard Operating Procedure

NUMBER: 26.13

TITLE: Parking Limitations for Snow and Ice Events

GENERAL PROCEDURE:

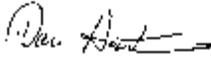
1. Section 10.04.020 of the Golden Municipal Code establishes the office of the City Traffic Engineer, who is the City Engineer.
2. The Traffic Engineer is authorized to establish parking restrictions or prohibitions.
3. Golden does not have any established Snow Routes.
4. The Traffic Engineer has not designated any parking restrictions that would be in effect during snow and ice control events, thus there are no limitations on parking during snow and ice control events.

MISCELLANEOUS NOTES and COMMENTS:

The City Traffic Engineer or designee is authorized to carry out the provisions of this policy, and to use his/her discretion to waive any requirements in this policy, or to require methods or improvements not specified in this policy, if in his/her opinion and best professional judgment, it would be in the best interests of the City to do so.

S.O.P. prepared by: Vince Auriemma

Date: 11/05/07
Revised: n/a
Reviewed: 12/19/11

Approved by: 
Public Works Director

Date: 12/20/11

Golden Public Works Department Standard Operating Procedure

NUMBER: 26.9

TITLE: Loading Procedures for Snow and Ice Control Materials

GENERAL PROCEDURE:

1. Street Division staff will use front end loaders to load the spreaders.
2. A maximum of 2.5 bucket loads per single axle spreader will be loaded.
3. A maximum of 4 bucket loads per tandem axel spreader will be loaded.
4. Front end loader operators will center the loads and not overload the spreaders.
5. All front end loader operators will be trained in the operation of the loaders prior to loading any snow and ice control materials into the spreaders. Training can be provided by other Streets Division staff who have been trained on loader operations, or by organized training classes such as that provided by the Heavy Equipment Institute, CIRSA, or others.

MISCELLANEOUS NOTES and COMMENTS:

S.O.P. prepared by: Steve Kurtz

Date: July 9, 2002
Revised: Nov. 1, 2007
Reviewed: Dec. 20, 2011

Approved by



Public Works Director

Date: 12/21/11