PUBLIC WORKS DEPARTMENT
MODEL STANDARD OPERATING PROCEDURE (SOP) OUTLINE

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Lead	Activities	Due Date
	1. Organization and Strategic Planning	
	1.1. Mission, Vision and Value Statements	
	1.2. Description of the organization - written description and org chart	
	1.3. Review Process - a written process for reviewing mission, structure, services, etc	
	1.4. PW Department Policies, Practices and Procedures	
	1.4.1. Policies – formal written directives that do not change often	
	1.4.2. Practices and procedures – written documents that outline exactly how a task is to be accomplished *[Note: this portion is the genesis of this project – to develop and outline and SOPs for the City of Athens Public Works Dept]*	
	1.5. Code of Ethics	
	1.6. Strategic Plan - define levels of service, short and long term goals, plan monitoring and documentation	
	1.7. Relationship of the PW Dept Strategic Plan to the city-wide planning process	
	2. Human Resource Management	
	2.1. Classification Plan	
	2.2. Position Description	
	2.3. Compensation Plan	
	2.4. Benefits	
	2.5. Personnel Leave	
	2.6. Temporary Assignments	
	2.7. Personnel Rules	
	2.8. Career Development Practices and Procedures	
	2.9. Workplace Conduct	
	2.10. Licensed, Registered or Certified Employees	

3.9. Meeting and Training Space – provide adequate facilities for employee meetings, conferences and training
3.10. Employee Spaces – provide areas for breaks, meals, restrooms, lockers, etc
3.11. Ergonomics – review ergonomic issues relating to work areas, equipment and other facilities
3.12. Electronic Information and Computer Access – provide access to all employees
3.13. Required Legal Notices and Postings – maintain designated area and keep notices current
3.14. Facility Availability During Emergencies procedures to ensure that critical facilities can operate during emergencies
3.15. Building & Fire-Life Safety Code Compliance – requirements for new construction
3.16. Testing Alarms – schedule and log results
4. Finance
   4.1. Control
   4.2. Preparation/Presentation
   4.3. Budget Process
   4.4. Variance Analysis
   4.5. Cost of Service
   4.6. Rate Setting
   4.7. Forecasting
   4.8. Financing of Capital Improvements Plan
   4.9. Establishing Selection Criteria
   4.10. Impact Fees
   4.11. Purchasing
   4.12. Operating Inventory
   4.13. Contracts
   4.14. Alternative Service Delivery Methods
   4.15. Use of Recycled or Reclaimed Products
   4.16. Capital and Infrastructure Asset Reporting
   4.17. Monthly and Annual Reports
   4.18. Property Records
   4.19. ROW Acquisition
5. Risk Management
   5.1. Claims – process to investigate and process payment of claims
   5.2. Worker Compensation Claims
   5.3. Accident and Injury Reporting Claims
   5.4. Legal Review – claims, ordinances, regulations, etc
   5.5. Depositions
   5.6. Legal Records
   5.7. Ordinance and Regulations Enforcement
   5.8. Legal Review of Regulations

6. Communications
    6.1. Communication w/Governing Boards – procedure is established for formal and informal communication
    6.2. Communication w/Public – procedure for communicating w/public
    6.3. Media Relations – procedure for communicating w/media
    6.4. Media Contact – policy on who has authority to represent the agency to the media
    6.5. Public Participation – policy on public participation in agency programs and projects
    6.6. Service Requests – procedure for receiving, responding to and recording action taken on verbal or written complaints, inquires and request for service
    6.7. Intra and Inter-Agency Coordination – understand how this works
    6.8. Communication w/Staff – regularly scheduled staff meetings or other communication strategies
    6.9. Access to Records – formal process for providing access to public records to the public
    6.10.   24/7 Emergency Telephone Access – provide this service to the public
    6.11.   Resources – Communications personnel must have immediate access to a supervisor and a current roster of crews and personnel
    6.12.   Emergency Notification – procedures for notifying appropriate responders and service providers in emergencies
    6.13.   Misdirected Emergency Calls – procedure for handling and routing misdirected emergency calls
    6.14.   Service Area Maps – keep maps current and readily available to communications personnel
7. Information Technology and Telecommunications   8.
    7.1. Records and Data Management Control – agency data, documents, maps are kept up to date, useful and readily available to all users when and where needed
    7.2. GIS – accessible and linked
    7.3. User Needs – procedure to determine user needs for information technology applications
    7.4. Data Security – procedures to provide integrity, security and efficiency of databases
    7.5. Software Documentation and Licensing – procedures to manage software and verify licensing
    7.6. Hardware and Software Acquisition – procedures for the acquisition, development, testing and use of hardware and software
    7.7. User Responsibilities – policy on software/hardware use
    7.8. Hardware and Software Maintenance – routinely

maintenance
- 7.9. User Training – provide regularly scheduled training for users
- 7.10. Communication System Functions – functions and activities associated with each communication subsystem are described to all operations personnel
- 7.11. System Operation and Maintenance – assign personnel to operate, inspect, test, calibrate and maintain the communications system
- 7.12. Regulations Compliance – radio operators must comply with all federal, state, local telecommunications guidelines
- 7.13. Emergency Communications – procedures for logging emergency radio transmission and emergency telephone reports

8. Emergency Management
- 8.1. Comprehensive Multi-Hazard Emergency Plan – plan is adopted, tested and maintained
- 8.2. Agency Emergency Operations Manual – a manual to govern operations during and following a disaster event
- 8.3. Use of Private Resources – maintain contingency arrangements for use of equipment and other contracted resources
- 8.4. Emergency Exercises – dept routinely participates in emergency exercises
- 8.5. Emergency Procedures and Operations Training – personnel are trained in emergency procedures and operations
- 8.6. Emergency Services Coordination – a procedure for communication and coordination with other emergency service providers is developed and maintained
- 8.7. Emergency Equipment Testing and Storage – emergency equipment is regularly tested and storage facilities are monitored to ensure operational readiness and availability
- 8.8. Mutual Aid Agreements – *Note: See TN Mutual Aid Law*
- 8.9. Service Listings for Supplies, Equipment (including specialized equipment) and Contractors – maintain lists of resources
- 8.10. Emergency Personnel Policies and Procedures – procedures for emergency events
- 8.11. Employee Contact Information – maintain current contract information for all employees for emergency response
- 8.12. Specialized and Supplemental Resources – a plan for the use of specialized equipment, supplemental personnel, etc
- 8.13. Emergency Facilities Location – emergency

operating facilities must be accessible and not vulnerable to damage

    8.14.   Natural and manmade Hazards – identify hazard potentials

    8.15.   Hazards Mitigation Through Planning – include hazards mitigation in community planning and in the emergency plan

    8.16.   Restoration of Community Lifeline and Public Services - procedures for timely restoration of community lifeline and other facilities vital to public services following disaster events

    8.17.   Cost Documentation – procedures to document costs of repair/restoration

9. Safety

    9.1. Safety Responsibility – identify and trains individuals responsible for safety and health

    9.2. Safety Manual – develop/adopt a manual describing the safety program, rules, reporting procedures, forms, reviews, evaluations, etc

    9.3. Safety Measures and Reports – systemically measure and report occupational safety and health performance to risk assessment officers

    9.4. Safety Awards – recognize, record and reward good safety performance

    9.5. Hazardous Materials – post/distribute information to employees

    9.6. Excavation and Confined Spaces – written policy on safely working in excavation and confined spaces

    9.7. Work Zone Safety – policy on requirements for work zone safety

    9.8. Safety Training - ensure employees receive job-related safety and health training

    9.9. Lock Out/Tag Out – procedure to protect employees working on electrical and mechanical equipment

    9.10.   Personal Protective Equipment – provide PPE and have a policy requiring use of PPE by employees

10. Planning and Development – (PW responsibilities vary in this area)

    10.1.   Land Use Planning

    10.2.   Zoning Control

    10.3.   Subdivision Regulations

    10.4.   Plans Review

    10.5.   Infrastructure Maintenance, Improvement or Replacement

    10.6.   Feasibility Studies

    10.7.   Design Practices

10.8.   Project Management

10.9.   Maintenance and Operations Considerations – a procedure to ensure that O&M personnel are involved in planning and design of infrastructure projects

10.10.   Transportation Planning Coordination – with other agencies

10.11.   Planning Procedures – criteria for planning transportation facility improvements

10.12.   CIP – short and long term CIPs for major construction and rehab projects

10.13.   Infrastructure Asset Management Inventory – compliance with GASB 34

10.14.   Infrastructure Maintenance management – use of work order system to track request and costs

11. Engineering Design

11.1.   Responsible Charge – assign engineering design responsibilities

11.2.   Design Coordination – design work coordination with external groups

11.3.   Qualified Personnel – ensure use of registered and qualified design professionals

11.4.   Design Criteria And Standards – criteria applied to all projects

11.5.   Project Scoping – detailed information on project purpose

11.6.   Design Process and Schedule

11.7.   Site Surveying

11.8.   Preliminary Design

11.9.   Preliminary Design review and Approval

11.10.   Final Design

11.11.   Quality Assurance Plan

11.12.   Standard Designs

11.13.   Standard Plans

11.14.   Standard Construction Specifications

11.15.   Traffic Provisions

11.16.   Final Plan Review

11.17.   Contract Documents

11.18.   Maps

11.19.   Map Scale

12. Bid Process (PW Depts Vary in responsibility for the Bid Process)

12.1.   Bid Advertisement

12.2.   Pre-Proposal or Pre-Bid Meeting

12.3.   Contractor Qualification

12.4.   Bid Opening

12.5.   Bid Evaluation

12.6.   Bid Award/Rejection
13. Project Management (PW Depts vary in responsibility for Project Management; engineering consultants often handle)
    13.1.   Project Manager Authority
    13.2.   Project Monitoring
    13.3.   Preconstruction Conferences
    13.4.   Notice to Proceed
    13.5.   Mobilization
    13.6.   Work Zone management – a single agency is responsible to administer and coordinate work in the public ROW
    13.7.   Inspection
    13.8.   Materials Testing
    13.9.   Measurement and payment
    13.10.   Change Orders
    13.11.   Acceptance and Final Approval
    13.12.   Guaranteed Works and Warranty Period
    13.13.   Record Drawings
    13.14.   Conflict Resolution
14. Right-of-Way Management
    14.1.   Permit Issuance – permit process for all construction activity
    14.2.   Permitting Responsibility – develop and implement procedures to control activity in public ROWs
    14.3.   Codes and Permits Information – provide guidelines on codes and permits in public locations
    14.4.   Permit Process – forms and process to track and inspect work
    14.5.   Permit Inspection – a policy for inspection of permitted work
    14.6.   One-Call Center Coordination
    14.7.   Utility Marking Guidelines and Color Code – use color codes to mark underground utilities
    14.8.   Pavement Cut Restoration – establish the methods and quality of pavement cut restoration
15. Utility Coordination
    15.1.   Planning and Coordination – have public works, engineering and planning authorities consult, cooperate and establish effective liaison with all public utilities
    15.2.   Utility Location – policy for the location and priorities for placement of utility lines
    15.3.   Underground Lines - policy established how decisions will be made regarding the placement of utility facilities underground
    15.4.   Long-Range Utility Planning – coordinate with appropriate agencies

15.5.   Utility Maps and Records – maintain up to date records and maps

15.6.   Excavation Clearance Requirements - establish clearance requirements

15.7.   Excavation Safety Procedures – procedures for safe work conduct

15.8.   One-Call Centers

15.9.   Uniform Color Code – see 147 above

16. Facilities Management

16.1.   Regulations – compliance with codes, environmental laws, etc with regard to design, construction and maintenance of buildings

16.2.   Plan Reviews – process to review plans and specs for remodeling, renovation of existing facilities and construction of new facilities

16.3.   Inventory – an inventory of all facilities with detailed information

16.4.   Condition Assessment – a condition assessment of all facilities and major facility components is maintained & updated

16.5.   Component Replacement – a schedule for replacing major components

16.6.   Request for Maintenance - a procedure outlining the authority and responsibility of individuals responding to request for maintenance

16.7.   Repair and Maintenance Quality – establish quality standards for all repair and maintenance work

16.8.   Preventive Maintenance - establish a PM program for building maintenance functions

16.9.   Preventive Maintenance Schedule

16.10.   Emergency Repair Program

16.11.   Emergency Repairs – assign trained personnel to respond to emergencies; provide contract information at a central location where emergency orders are dispatched

16.12.   Energy Consumption Reports – analyze and report on energy consumption

16.13.   Testing Alarms – develop a schedule and log results

16.14.   Custodial Methods – establish methods for each facility

16.15.   Custodial Inspection – develop a program for each facility

16.16.   Supply Inventories – ensure custodial supplies are inventoried and stored correctly

16.17.   Life and Safety Systems –inspect and test all life and safety components located in facilities

16.18.   Security – policy detailed provisions to be made to

prevent thefts, damages, assaults, disruption
17. Equipment and Fleet Management
Maintenance & Replacement
17.1. Technician Qualifications – procedures to ensure technicians have appropriate training, licenses and certifications
17.2. Authority for Repair and Maintenance – a policy establishes personnel qualified and authorized to perform inspection, repair and maintenance functions
17.3. Operator Logs and Daily Inspections – completion of daily logs by users
17.4. Equipment Utilization Review – a procedure to establish the adequacy and appropriateness of equipment
17.5. Repair Program Evaluation – ensure the program is performed and administered effectively
17.6. Replacement Policy – a written replacement policy for equipment and parts
17.7. Replacement Analysis – an evaluation process
17.8. Equipment Specifications – minimum acceptable standards
17.9. Specifications/Bid Reviews – designated employees review all specifications and bids
17.10. Storage Tanks – a policy for the installation, inspection, maintenance, testing and removal of UST
17.11. Equipment Manufacturer Warranty – monitoring warranties
17.12. Parts Warranty Tracking – monitoring parts warranties
17.13. Preventive Maintenance Evaluation – routine evaluation of the PM program
17.14. Tools, Portable and Stationary Equipment Inventory – a program to track equipment and where and how it is used
17.15. Fleet Vehicle Inventory - list, description and location
17.16. Fuels and Liquids Inventory – list, description, location
17.17. Parts Inventory – list, description and location
17.18. Parts and Materials Disposal – procedure identifies disposal methods in an environmental sound manner
17.19. Equipment Identification – tagging system
17.20. Safety and Condition Inspection and Records – checklist for safety and condition inspections
17.21. Condition Monitoring – process to identify excessive costs and downtime
17.22. Defect Reports – System to report and investigate

reports of defective equipment, parts
- 17.23. Condition Inspection – annual assessment of all equipment
- 17.24. Preventive Maintenance Program – PM schedules, records and monitoring for all equipments
- 17.25. Preventive Maintenance Schedule – for all equipment
- 17.26. Emergency Repairs – a procedure to respond to emergency repairs or breakdowns
- 17.27. Preventive Maintenance and Repair Priorities - shop activities are prioritized and scheduled for maximum efficiency

18. Parks, Grounds and Forestry – (no detail provided since this is a separate city department)

19. Solid Waste Management
- 19.1. Solid Waste Plan – the agency should adopt an integrated solid waste management plan which is updated periodically
- 19.2. Source Reduction – a policy is in place that describes techniques that will be used to reduce the amount of waste material place for collection
- 19.3. Control of Generated Wastes – procedures to identify, monitor, and control all generators of solid waste
- 19.4. Environmental Compliance – procedures identify environmentally sound methods for the collection, transportation and disposal of solid wastes
- 19.5. Household Hazardous Wastes – a program to collect/disposal of HHW

20. Solid Waste Collection
- 20.1. Level of Service – a policy that defines level of service needed to meet the goals and objectives of the solid waste management plan
- 20.2. Storage Receptacles – regulation of types, number and sizes of storage receptacles
- 20.3. Collection Days and Set-Out Times – a schedule that designates the time and frequency of collection for all classes of users
- 20.4. Routing – route designs to optimize collection times, crew sizes, materials collected and equipment needs
- 20.5. Transfer Stations – an operational and economic evaluation of the use of a transfer station versus direct haul
- 20.6. Transfer Station Design – TS is designed to ensure sufficient capacity and meets all applicable environmental and land use regulations
- 20.7. Transfer Station Operations – an operational plan describes routine and emergency procedures and meets federal, state and local requirements

21. Solid Waste Recycling and Reuse
   21.1.   Recycling – feasibility study and follow-up updates to evaluate recycling program design and implementation – study considers markets, participation rates, etc
   21.2.   Recycling Service Level – The level of service balances local needs and total waste management costs
   21.3.   Source Separation – policy on source separation
   21.4.   Recycling Collection – a program establishes materials to be recycled, collection frequency and location, and material preparation requirements
   21.5.   Processing – processing options meet the operational goals of the overall programs
   21.6.   Recycling Program Review – entire program is reviewed and changed as needed
   21.7.   Composting Program – a feasibility study on composting – consider markets, volumes, participation rates and be in compliance with all applicable regulations
   21.8.   Compost Service Level – level of service should meet local needs, reduce the waste stream and optimize system costs
   21.9.   Compost Material Supply – periodic evaluation assesses the quality and quantity of available compostable material, collection techniques, processes and markets
   21.10.   Compost Market Development – A compost material market analysis to evaluate changing market demands
   21.11.   Compost Collection – An adopted program designates the time, frequency, location and preparation standards of the material to be collected composting
   21.12.   Periodic Program Review – review to assure the program remains efficient and cost-effective
   21.13.   Resource Recovery Material Supply – a policy that enables the facility operator to secure a continuous supply of waste or refuse derived fuel to optimize the facility's projected operation and generation of energy
   21.14.   Resource Recovery Operations – ensure all employees have adequate training
   21.15.   Resource Recovery Monitoring – a system to continuously monitor operational parameters and compliance with environmental regulations
   21.16.   Ash Disposal – an ash management plan

N/A   22. Solid Waste Disposal   N/A
   22.1.   Landfill Design
   22.2.   Impervious Liners
   22.3.   Environmental Monitoring
   22.4.   Methane Recovery and Venting
   22.5.   Landfill Operations Plan

22.6.   Incoming Wastes

22.7.   Drainage Control

22.8.   – 2220 Leachate Control, compaction, cover, etc

23. Street Maintenance

23.1.   Coordination with Transportation Planning – a procedure outlines the method of coordinating street maintenance work w/ future transportation improvements

23.2.   Street Inventory – a record of the street network and accompanying features is maintained and updated regularly

23.3.   Infrastructure Condition – a record of the infrastructure conditions is maintained and kept up to date

23.4.   Pavement Management System – a pavement management system is established for maintaining and managing the community's transportation needs

23.5.   Preventive Maintenance – a program for PM

23.6.   Operations Maintenance Responsibility – specifics areas of responsibility are assigned

23.7.   Operations and Maintenance Coordination – O&M activities are coordinated with other departments, agencies, etc

23.8.   Operations and Maintenance Procedures and Standards – establish and measure O&M performance standards

23.9.   Operations and Maintenance Inspection – a policy establishes the frequency and level of inspection for roadways, bridges, tunnels, bikeways, retaining walls, sidewalks, etc

23.10.   Work Crew Records – a daily work crew record documents types of activities, repairs, costs and locations

23.11.   Material Conservation – a policy encourages material conservation in planning, design and O&M

23.12.   Pavement Cut Restoration – a policy established the methods and quality of pavement cut restoration

23.13.   Guardrails and Impact Attenuators a policy assigns responsibility for repair and maintenance

23.14.   Catch Basins and Inlets – maintenance procedures are established and documented for inlets, manholes, catch basins, sewer lines and culverts

23.15.   Curbs, Gutters and Sidewalks – inspection maintenance and reconstruction programs for these facilities

24. Street Cleaning Management

24.1.   Planning – a comprehensive street cleaning plan that defines how the level of services meets the needs and goals of the community

24.2.   Environmental Compliance -directives identify environmentally sound methods for the collection and

disposal of street debris

24.3. Debris, Leaf and Litter Collection – methods of collection are defined and personnel and equipment are assigned to implement the collection process

24.4. Routing – route designs are developed and periodically reviewed for effectiveness

24.5. Scheduling – a schedule of the time and frequency

24.6. Litter Control – develop and implement a plan

24.7. Storage Receptacles – regulation of the types and sizes of street-side litter storage receptacles

24.8. Dead Animal Pickup – a policy and procedure for removal of dead animals from streets

25. Snow Removal and Ice Control

25.1. Snow and Ice Control Plan – a plan established procedures to meet specified levels of service

25.2. Storm Warning Notification – a storm notification procedure is established to identify storms and predict potential impacts

25.3. Personnel Scheduling – a policy to maximum continuous work hours for crews during snow events

25.4. Mobilization – a procedure to notify personnel

25.5. Snow and Ice Control Measures – guidelines establish the application of materials, including anti-icing materials to control snow and ice

25.6. Equipment Inspection – a plan for annual maintenance inspection

25.7. Equipment Calibration – calibration of all spreading equipment is performed prior to winter deicing or anti-icing activities

25.8. Snow Route Assignment – snow routes are assigned by prioritizing streets by class, level of service, emergency facilities and amount of time to complete removal

25.9. Loading Procedures – a policy/procedure is established and training is provided for loading spreading equipment with ice control materials

25.10. Spreading and Plowing Procedures – establish procedures and train personnel

25.11. Snow Storage – if applicable, establish a dump area

25.12. Snow Operations Damages – policies for resolving claims resulting from snow removal

25.13. Parking Limitations – a policy establishes parking limitations during ice and snow events

26. Storm Water and Flood Management

26.1. Storm Water and Flood Management Service Levels – a policy establishes the storm magnitude, level of protection and how storm water quality needs to be

addressed

26.2.   Operations Plan – a policy to maintain storm water and flood control facilities

26.3.   Floodplain and Floodway Management – a policy to define and manage the floodplain and floodway

26.4.   Water Quality Goals – best management practices to ensure storm water pollutants levels are reduced to the maximum extent practicable (MEP) before discharge to receiving waters

26.5.   System In-Flow of Polluted Runoff – potential sources of polluted runoff are identified and ability to control such discharges

26.6.   Allowable Non-Storm Water Discharge into System – federal, state and local regulations define allowable non-storm water discharge to the storm water system or receiving waters

26.7.   Watershed Storm Water Drainage Master Plan - develop a storm water and flood management master plan

26.8.   Infrastructure Inventory – an inventory of infrastructure location; keep up to date

26.9.   Infrastructure Condition – a record of the storm water infrastructure condition; keep up to date

26.10.   Storm Water Design – develop and use design standards

26.11.   Storm Water System Improvements – identify needed improvements and funding sources

26.12.   Sediment and Erosion Control – a policy establishes a sediment and erosion control plan

26.13.   Storm Water Flood Warning Systems – Evaluate and test flood warning systems

26.14.   Ordinance and Bylaw Inspection – ensuring that infrastructure facilities are maintained and operated in accordance with adopted policies and ordinances

26.15.   Conveyance, Storage and BMP Operations – procedures for the O&M of facilities, BMP, etc

26.16.   Private Owner Operations and Maintenance – procedures for the O&M and inspection of private storm water conveyance, storage and BMP facilities

26.17.   Private Facility Inspection – an inspection program for details inspection activities, monitoring criteria and penalties for noncompliance

26.18.   Pollution Prevention Plans – plans to protect and improve quality of the receiving waters

26.19.   Public Education – a program to increase awareness

27. Vector Control

27.1.   Population Identification – a method of identifying

and recording vector populations within the service area
- 27.2. Management Service Levels – a program establishes the scope of work and level of service to be provided based on the needs and expectations of the community
- 27.3. Public Education – a program to increase citizen awareness of services provided
- 27.4. Chemical Control – procedures for storing, handling and disbursement of pesticides and other chemicals used in vector abatement
- 27.5. Physical Control – a plan for the continual elimination of vector breeding locations
- 27.6. Disease Surveillance – procedures for disease surveillance; note: staff training needed
- 27.7. Licensing and Permitting – licenses, certifications and permits for inspectors and/or applicators and maintained and reviewed regularly
28. Potable Water (no detail provided since this is a separate city department)
29. Wastewater Collection and Conveyance (no detail provided since this is a separate city department)
30. Wastewater Treatment and Disposal (no detail provided since this is a separate city department)
31. Traffic Operations
- 31.1. Traffic Policy and Procedures Manual – develop a manual for the community
- 31.2. Traffic Control Devices – minimum criteria for installing traffic control devices (such as MUTCD)
- 31.3. Traffic Control Device Installation – a policy requires a study by a qualified traffic engineer to determine the location of traffic control devices
- 31.4. Petitioning for the Installation of Traffic Control Device – a procedure is established for considering petitions for placement of traffic control devices
- 31.5. Traffic Signs – use of standard signs that meet uniform installation and maintenance requirements
- 31.6. Sign Installation Policy – a policy for the placement of all signs in public right-of-ways
- 31.7. Statutory Speed Limits on Roadways – an ordinance which specifies the statutory speed limit on residential roadways and on other streets where no signs are posted
- 31.8. Advisory Speed Limit Signs – a policy is adopted on the use of advisory speed limit signs
- 31.9. Street Name Signs – a policy for placement and specifications of identification signs at intersections
- 31.10. Sign Visibility – a policy to provide for adequate visibility of traffic control signs and signals

31.11. School Pedestrian Crossings – procedures for placement of school pedestrian crossing signs

31.12. School Zone Speed Limit Signs – a policy for posting of school zone speed limit signs

31.13. Special Signs – a policy for use and placement of special signs

31.14. Alley Stop Signs – a policy for the placement of stop signs at alley exits

31.15. Yield Signs – a policy on the use o yield signs

31.16. Railroad Crossing Signs and Markings – a policy for the placement of signs and markings at railroad crossings

31.17. Pavement Markings – standards for pavement marking ensure uniform design, position and applicable

31.18. Pedestrian Crosswalk Pavement Markings – policies and procedures for the placement and characteristics of pedestrian crosswalk pavement markings

31.19. Stop Line Pavement Markings – a policy on installation of stop line pavement markings

31.20. Installation on New Signals – procedures are in place for determining the need for new signal and their design

31.21. Temporary Stop Signs for Signal Outage – procedures for responding to traffic signal failures

31.22. Truck Routes – a policy on use of truck routes

31.23. Bike Paths – a policy on designating and marking bide paths

31.24. Bus Stops – procedures for designating bus stops

31.25. Temporary Street Closings – a policy on when streets may be closed for special events

31.26. One-Way Streets – a policy on one-way street designation

31.27. Traffic Calming – a policy on the use of traffic calming methods

31.28. Streetlights – a policy establishes responsibility for streetlight installation, repair and maintenance and reporting of outages

31.29. Roadside memorials – a procedure establishes how employees should treat roadside memorials encountered in the course of their duties

32. Parking

32.1. Parking and Facility Planning – a plan for determining the placement of parking lots or structures

32.2. Parking Facility Design – standards and criteria for parking facility design and constructions

32.3. Parking Facility Maintenance – maintenance standards are determined for parking lots and facilities

32.4. Parking Facility Operations – plans for facility

operating procedures, security, accessibility and revenues

    32.5.   Parking Meters and Tolls – a policy establishes charges and tolls for use of parking facilities

    32.6.   On-Street Parking Meters – a policy and program on use of parking meters is established

    32.7.   Parking Regulations –

    32.8.   Angle Parking – a policy on use of angle parking

    32.9.   Parking Near Intersections – policies on parking near intersections

    32.10.   Residential Handicapped Parking Zones – a policy on designating handicap parking zones adjacent to residential property

33. Cemeteries

    33.1.   Interment, Inurnment and Scattering – policies, practices and procedures are in place

    33.2.   Disinterment and Disinurnment - policies in place

    33.3.   Mapping Blocks – procedures exist for mapping

    33.4.   Lot Numbering – a system to identify the status of each interment site

    33.5.   Section Development – new section development occurs when ~75% of current inventory is utilized

    33.6.   Section Renovation – policy and procedures for upgrading the blocks/sections, lots and internment sites

    33.7.   Fiscal Management – policies for sound fiscal management

    33.8.   Roadway Maintenance – a program to maintain cemetery roadways and pathways

    33.9.   Security – a policies to ensure security of grounds, buildings and records

    33.10.   Memorial Foundation Installation – policies for the installation of new and upgraded foundation installations

    33.11.   Grounds Equipment Inventory Maintenance – policies to identify inventory and maintenance requirements of pooled and non-pooled equipment

    33.12.   Building Maintenance – policies to maintain cemetery buildings at acceptable standards

    33.13.   Memorial Day Special Services – practices are in place for special events and services

    33.14.   Marketing and Pre-Need Sales – procedures to inform the public of products and services offered by the municipal cemetery

34. Airports

35. Transit Operations