

CITY OF WEST DES MOINES

CITY POLICY

Vegetative Debris Management Policy

1.0 **Purpose**

1.1 The purpose of the Vegetative Debris Management Policy is to document the process for assessing and responding to storm damaged vegetative debris.

2.0 **Scope**

2.1 This policy will help guide the City in making decisions related to the collection of vegetative debris from storm related events. It is the intent of the City through this policy to follow the guidelines included in the regionally approved Debris Management Plan and adhere to applicable FEMA requirements for full reimbursement of eligible state and federal disaster related funds. Per City ordinance, trees planted in the public right-of-way are required to be maintained by the adjacent property owner. This includes trimming, maintenance and disposal of all tree related debris. Unless the tree is deemed non-viable by City staff and must be removed, all maintenance with regards to storm damaged debris will be the responsibility of the adjacent property owner.

3.0 **Policy**

3.1 **Damage Assessment Team**

3.1.1 The Damage Assessment Team will be comprised of City of West Des Moines and/or partner agency staff members who have completed regional training for damage assessment, safety and cost accounting in the area of debris management. Utilizing the US National Grid and guidelines contained in the regionally approved Debris Management Plan, these trained individuals will evaluate any damage and develop a report for the Public Works Director. The report will include the damage assessment of all applicable grids within the City. Based upon the team's analysis and criteria approved in the City's Debris Management Policy, the Director will develop the applicable recommendation and notify the City Manager.

3.1.2 The City Manager will review and approve, deny or modify the recommendation and notify the Mayor and City Council of any implementation strategy prior to any media releases to the public.

3.2 **Minor Damage**

3.2.1 If the survey by the Damage Assessment Team determines the vegetative damage is considered Minor within any grid under the guidelines contained in the regional Debris Management Plan, the City will utilize routine Metro Waste Authority Compost-It procedures for that grid/s. Residents will be advised to place vegetative debris at the curb using routine yard waste collection procedures (brush bundles, bags, stickers and carts). Only tree debris that meets the applicable MWA Compost-It guidelines will be collected.

3.3 **Major Damage**

3.3.1 If the survey by the Damage Assessment Team determines the vegetative damage is considered Major within any grid/s under the guidelines contained in the regional Debris Management Plan, the City will utilize routine MWA curbside collection procedures for smaller debris with no cost to the resident within the applicable grids where Major damage has occurred. Residents will follow the guidelines of the program (bundled tree debris, standard yard waste bags and yard waste carts). Residents will not be required to utilize MWA Compost-It labeled yard waste bags or stickers since the applicable fees will be waived. In areas of Major Damage, the City will also make provisions to collect applicable and properly prepared debris placed out following applicable City guidelines with collection fees being waived. Guidelines will include collection of branches up to 10 inches in diameter. The branches shall be no longer than 10 feet in length and will be required to be placed on the public right-of-way parallel to the curb. Larger diameter debris in excess of 10 inches (non-acceptable for collection) will need to be separated from eligible debris. The Public Works Director will coordinate with the MWA, respective hauler and contractors regarding applicable grids and dates for collection of vegetative debris. Residents will be notified as to the areas included in the grids for waived Compost-It fees and large limb collection. **Areas outside of the Major Damage grids will utilize standard Compost-It guidelines for yard waste.**

3.4 **Destroyed**

3.4.1 If the survey by the Damage Assessment Team determines the vegetative damage in any grid of the City is considered Destroyed under the guidelines contained in the regional Debris Management Plan, the City will utilize routine MWA curbside collection procedures for smaller debris with no cost to the resident within the applicable grids where the damage has occurred. Residents will follow the guidelines of the program (bundled tree debris, standard yard

waste bags and yard waste carts). Residents will not need to utilize stickers or Compost-It labeled yard waste bags since the applicable fees will be waived. In areas identified as Destroyed, the City will also make provisions to collect applicable and properly prepared debris placed out following applicable City guidelines with collection fees being waived. The Public Works Director will coordinate with the MWA, respective hauler and contractors regarding applicable grids and dates for collection of vegetative debris. In the event grids within the City are determined to be destroyed, the City may make provisions for private property owners to utilize City-approved drop-off locations. Residents will be advised of the applicable drop-off locations and guidelines. **Grids determined to be Minor or Major will utilize applicable policy guidelines.**

3.5 Contingency Fund

3.5.1 Based on recommendations included in the approved regional Debris Management Plan, the City will maintain an emergency contingency fund to cover applicable costs associated with this policy.

Originally distributed to City Manager and all Department Directors. Posted to the West Des Moines Intranet (_____Date)

Authorized by the City Council effective (_____Date)