

City of La Crosse

Sidewalk Snow Removal Enforcement Plan

2016-2017

FIRST MAJOR SNOW EVENT (the warning event)

- Four Engineering teams will canvas the entire city for compliance **24 hours** or more after the end of the event; placing door hangers on those in violation.
- Engineering directs the Contractor to start identifying and clearing sidewalks, 48-72 hours after this first event ends.

REMAINING SIGNIFICANT SNOW EVENTS

- Engineering Project Manager (PM) monitors event and 3 day forecast
 - Records date, time (duration), and amount of event.
 - Determines if there will be 48-72 hour window for clearing.
- If 3 day window exists, PM directs the Contractor to start identifying and clearing sidewalks citywide.
 - Clearing begins 24 hours (or more based on event timing) after snowfall ends.
- If 3 day window is not there, PM directs the Contractor to target complaint driven sidewalks and “frequent flyers”.

ROLES AND RESPONSIBILITIES

- Oversight - Engineering Department
 - Monitors snowfall www.nws.noaa.gov
 - Determines when to clear
 - Takes complaints and maintains the “Snow Complaint” Database
 - Goes with Contractor on first round of inspections/clearing
 - Reviews marginal cases provided by Contractor and determines if they are to be cleared
- Inspection and Snow Removal - Contractor
 - Must have at least 2 crews available on a 12 hour notice
 - Is responsible to clear 3600 lineal ft. of sidewalk per day
 - Inspects the City for compliance
 - Ask City representative for input on marginal cases
 - Collects and provides Address, Tax ID, Descriptions, Measurements, and the before and after photos of sidewalks cleared
- Billing – Engineering Department
 - Engineering staff enters data into MUNIS to prepare invoices
 - Final quantities for full clearing to be based on property width in County GIS Property Database (when within +/- 5 feet)
 - Engineering Department prints invoices and pictures
 - Invoice with pictures of walk before and after are mailed to property owner
 - Copies of invoices are sent to Finance