

**1111.4 SUBJECT: PROCEDURE - REPAIR AND MAINTENANCE OF SIDEWALKS, CURBS AND GUTTERS**

- :1 OBJECTIVE:  
Provide for repair and maintenance of sidewalks, curbs and gutters.
- :2 AUTHORITY:  
This procedure amended by City Council September 27, 1993.
- :3 DIRECTION:  
City Engineer, as an appointed official, serves at the pleasure of the Mayor, and receives direction through the Public Works Director.
- :4 METHOD OF OPERATION:
- A. City Engineer Responsibility  
The City Engineer will determine the necessity, extent and responsibility for repairs of sidewalks, curbs and gutters, subject to approval of City Council.
  - B. Property Owner Responsibility  
A notice to repair a sidewalk, curb or gutter will be sent to the owner by personal delivery or by registered mail when the repairs are determined to be the responsibility of a property owner. A second notice will be sent by registered mail after twenty (20) days have elapsed from the date of the original notice should the owner fail to take required action. A third notice (Notice of Lien), approved by the City Engineer or Public Works Director, will be sent by registered mail to the owner should the required action not be initiated within ten (10) days after the mailing of the second notice.  
  
The Notice of Lien will advise the owner that the City will complete repairs and place a lien against the property.  
  
The City will initiate repairs no sooner than ten (10) days after service of the Notice of Lien. The Finance Department will be advised by the Notice of Lien to place a lien against the property.
  - C. City Responsibility  
When the City is responsible for repairs, a job order will be issued by the City Engineer to the Street & Drainage Bureau or a work order to a contractor.
  - D. Inspection and Payment  
See Procedure Section 1111.2:7 Reference.
- :5 FORMS:  
Work Order; Job Order; Miscellaneous Construction Work Order; Notice to Repair; Notice of Lien

:6 COMMITTEE RESPONSIBILITY:  
None.

:7 REFERENCE:  
City Code, Chapter 54, Article III. Procedure adopted by City Council February 23, 1970, Item 33; amended May 12, 1975, Item 24. City Council Minutes of January 1, 1978, Item 29; amended April 14, 1980, Item 10; amended August 16, 1982, Item 29(C); amended September 27, 1993, Item 4NN..

:8 EFFECTIVE DATE:  
This procedure effective September 27, 1993.