

CITY COUNCIL COMMITTEE

SPECIAL MEETING

POLICY DEVELOPMENT AND INTERNAL OPERATIONS

Mayor Laura Hoffmeister, Chair
Ron Leone, Committee Member

5:30 p.m.

5:30 p.m., Tuesday, September 20, 2016
(continued from Wednesday, September 14, 2016)

Wing A, Garden Conference Room
1950 Parkside Drive, Concord

ROLL CALL

PUBLIC COMMENT PERIOD

1. REVIEW – Sidewalk Inspection and Repair Program. Report by Justin Ezell, Director of Public Works.

2. ADJOURNMENT

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Distribution: City Council
Valerie Barone, City Manager
Susanne Brown, City Attorney
Justin Ezell, Director of Public Works
Joelle Fockler, City Clerk



**REPORT TO COUNCIL COMMITTEE ON
POLICY DEVELOPMENT & INTERNAL OPERATIONS**

TO THE HONORABLE COMMITTEE MEMBERS:

DATE: September 14, 2016

SUBJECT: SIDEWALK INSPECTION AND REPAIR PROGRAM

Report in Brief

This staff report introduces draft Sidewalk Repair Program informational materials for Committee review and direction.

Background

In September 2015 the City Council approved the On-Call Sidewalk Replacement Pilot Program. The Program is intended to streamline the repair of sidewalk areas which are the responsibility of property owners by allowing them to use the City's authorized sidewalk repair contractors and waive the requirement to obtain individual encroachment permits for the repairs.

On July 12, 2016 the City Council established a formal City of Concord Policy on Sidewalk Inspection and Repair to complement the pilot program. The intent of developing formal sidewalk policy is to aid staff in the decision-making and notification process when sidewalk defects are found.

Discussion

During the July 12, 2016 meeting in which formal sidewalk policy was adopted, the City Council directed the Policy Development and Internal Operations Committee to review the informational materials that are to be distributed under the new Sidewalk Repair Program.

Staff has developed the attached standardized letter and tri-fold brochure to be distributed to property owners as a means of providing information and communication to property owners through the Sidewalk Repair Program.

Fiscal Impact

None. The informational materials will be distributed under a program that was previously established by the City Council.

Public Contact

The City Council Committee Agenda was posted.

Recommendation for Action

Staff recommends that the Policy Development and Internal Operations Committee review and comment on the draft Sidewalk Repair Program letter and brochure and authorize staff to begin distributing the informational materials.

Prepared by: Justin Ezell
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Valerie J. Barone
City Manager
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Attachment A: Draft Sidewalk Inspection and Repair Program Letter
Attachment B: Draft Sidewalk Repair Program Brochure

CITY OF CONCORD

PUBLIC WORKS

1455 Gasoline Alley MS/45

Concord, California 94520-4805

Telephone: (925) 671-3448

FAX: (925) 680-1660



September 20, 2016

<<NAME>>

<<ADDRESS 1>>

<<ADDRESS 2>>

RE: NOTICE OF NEED TO REPAIR SIDEWALK PURSUANT TO SIDEWALK INSPECTION AND REPAIR PROGRAM

Dear Property Owner:

According to the California Streets and Highways Code (Sections 5610-5618) and the City of Concord Municipal Code (Sections 12.25.030-12.25.040), you are responsible for the maintenance and repair of the sidewalk, curb, and gutter that is fronting and or adjacent to your home or business.

Please note that your sidewalk is in need of repair and that you will be liable for any damage or injury resulting from your sidewalk's condition.

You can make the repairs using a licensed contractor of your choosing but finding a contractor to perform the work can take considerable time and effort. You also must obtain the applicable permits and pay the associated fees.

To ease these potential burdens, the City Council has implemented the City's *Sidewalk Repair Program* to simplify the repair process and reduce the costs for you. Property owners who participate in this program should benefit from economy-of-scale pricing and absence of worry about selecting a contractor, obtaining expensive permits, or scheduling inspections.

Please note that it is possible that your homeowner's insurance policy may cover the cost of repairing your sidewalk. You may wish to contact your provider to determine if repairs are covered and to confirm your deductible amount, as sidewalk repairs may be less costly than the deductible.

A brochure explaining the City's Sidewalk Repair Program is enclosed. You can contact Public Works at (925) 671-3448 to participate in the program. Visit www.cityofconcord.org/sidewalks for more information.

Sincerely,

City of Concord
Public Works Department



Frequently Asked Questions

Why do property owners have to pay for the repairs to the sidewalk?

Per the California Streets and Highways Code (Sections 5610-5618) and the City of Concord Municipal Code (Sections 12.25.030-12.25.040), property owners are responsible and liable for any damaged sidewalk areas adjacent to their homes or businesses. Property owners also benefit from a safe and aesthetically pleasing sidewalk through increased property value.

What criteria are used to determine if a sidewalk needs to be repaired?

The City has specific criteria it follows when inspecting sidewalks. Inspectors look for cracked, uneven surfaces, excessive deterioration, excessive slopes, and horizontal or vertical offsets that can cause tripping hazards. Once inspections have been completed property owners are notified of any sidewalk in need of repair.

Do property owners have to use the contractor provided by the City to make repairs?

No. Property owners may hire a contractor of their choosing to complete repairs. A City permit is required before completing any work.

Will my home owners insurance cover the cost to replace my sidewalk?

Please contact your insurance provider to determine if sidewalk repairs are covered, and also be aware of your deductible amount.

Property Owner Responsibility

To be consistent with State Law, the City of Concord has formal policy to make certain that appropriate oversight and consistent approach is provided when the City inspects and repairs sidewalks, curbs and gutters.

The City's Sidewalk Ordinance delineates the responsibility for maintaining and repairing sidewalks to the owners of real property that are adjacent to, or which front any portion of a sidewalk. The City's Streets Maintenance Division in Public Works will perform certain temporary repairs on said sidewalks, curbs and gutters.

Any temporary repairs installed or performed by the City are performed as a courtesy only, and shall not void, supersede or replace any duties of an adjacent property owner to implement permanent repairs to the sidewalk in accordance with the City's Sidewalk Ordinance.

Property owners are liable for any damage or injury resulting from their sidewalk's condition.



CITY OF CONCORD

SIDEWALK REPAIR PROGRAM

For questions, to schedule work, or to report concerns:

(925) 671-3448
Public.Works@cityofconcord.org
1455 Gasoline Alley
Concord, CA 94520
www.cityofconcord.org



City of Concord

Sidewalk Repair Program

Safe, pedestrian-friendly sidewalks contribute to the livability and aesthetic image of our community.

Per State Law and City Municipal Code, property owners are responsible and liable for any damaged sidewalk, curb and gutter adjacent to their home or business.

The City of Concord's Sidewalk Repair Program is meant to assist property owners with expensive and complex sidewalk repair work.

Repair Options

Generally, property owners have two options for repairing their sidewalks:

- **Property owners can make their own repairs using a licensed contractor of their choosing.** An encroachment permit, which details the specifications for sidewalk repairs, is required. Permit fees apply and they include the cost of City-required inspections.
- **Property owners can take advantage of the City's Sidewalk Repair Program.** With this option property owners benefit from economy-of-scale pricing and absence of worry about selecting a contractor. The permit and inspection fees are also waived.

How the Program Works

1. The City becomes aware of sidewalk defects through routine inspections or citizen complaints.
2. The City provides a temporary, courtesy patch usually by ramping or grinding the sidewalk to smooth it out until the property owner makes a permanent repair.
3. The property owner is notified that he or she must make repairs and is given the option of using the City's Sidewalk Repair Program.
4. The City calculates the cost of repair work and the property owner pays the City directly.
5. The City schedules the repair work with the contractor and manages it to completion.

Sidewalk Repair Costs

The information below is meant as a guide, not the final determination, in helping you estimate the cost to repair your sidewalk.

First measure the **length** of the area to be replaced in inches. Always start and end your measurements at the expansion joints or score lines in the concrete (the lines that segment the sidewalk into rectangles or squares). Divide the inches by 12 to convert your measurement to feet.

Next measure the **width** of the area to be replaced in inches. Measure the entire distance from one side of the sidewalk to the other. Divide the inches by 12 to convert your measurement to feet.

Multiply the two numbers together to get the area to be replaced in **square feet (SF)**.

Using the adjacent table, calculate the cost of **removing sidewalk** and add it to cost of **constructing sidewalk**. Be sure to also add the cost of **tree root pruning** if necessary.

Example:

Sidewalk measures 36" wide by 180" long

$36"/12 = 3$ feet; and $180"/12 = 15$ feet

$3' \times 15' = 45$ square feet (SF)

$\$5 \times 45$ SF = \$225 to remove the sidewalk

$\$18 \times 45$ SF = \$810 to construct new sidewalk

$\$225 + \$810 + \$500$ (root pruning) = **\$1,535**

2016 Sidewalk Repair Pricing

Work Description	Unit	Price*
Remove concrete sidewalk	SF	\$5.00
Remove curb	LF	\$25.00
Remove curb & gutter	LF	\$30.00
Construct concrete sidewalk	SF	\$18.00
Construct 6" curb	LF	\$50.00
Construct 6" curb and gutter	LF	\$75.00
Tree root pruning	EA	\$500.00
Reconstruct driveway	SF	\$20.00

**Pricing will vary year-by-year and by contract.*

SF = Square Feet LF = Linear Feet EA = Each

Permit, inspection and deposit fees cost more than \$1,000 when you perform sidewalk work on your own and do not take advantage of this Program.

