



# ADMINISTRATIVE REPORT

AGENDA ITEM # \_\_\_\_\_

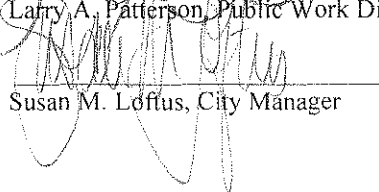
Meeting Date: January 5, 2009

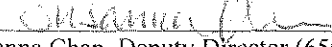
TO: HONORABLE MAYOR AND CITY COUNCIL

APPROVED BY:

  
Larry A. Patterson, Public Work Director

DATE: December 16, 2008

  
Susan M. Loftus, City Manager

SUBMITTED BY:   
Susanna Chan, Deputy Director (650) 522-7308

SUBJECT: **FIFTEEN-YEAR SIDEWALK REPAIR PRIORITY LIST**

**RECOMMENDATION:** That the City Council adopt a resolution approving the Fifteen (15) Year Sidewalk Repair Priority List.

**BACKGROUND:** In March 2008, the City Council adopted the Sidewalk Maintenance Ordinance to amend Municipal Code Chapter 17.24 and approved a Sidewalk Repair Program. The amended ordinance clarifies property owner's liability to third parties who suffer injury or damage as a result of the property owner's failure to maintain the sidewalk in a safe and secure condition. The Sidewalk Repair Program outlines steps to proactively inspect and repair sidewalks in the City. The approved Sidewalk Repair Program is included in Exhibit A.

On October 8, 2008, staff presented a proposed sidewalk repair priority list to the Public Works Commission (PWC). The repair list presented at the meeting was established by dividing the City into twenty-six (26) neighborhoods, and then evaluating each neighborhood on the following criteria:

- (1) Age of past repairs based on previous 50/50 program information; and
- (2) Estimated tree count from the City's GIS database; and
- (3) Estimated tree-related problems based on a Citywide Sidewalk Condition Assessment Project conducted in 2006; and
- (4) Total sidewalk tripping hazard counts based on a Citywide Sidewalk Condition Assessment Project conducted in 2006.

The proposal assigned equal weight to each of the above criterion. Each neighborhood was ranked from low to high within each criterion and priority was assigned by using the lowest ranking to determine the first priority and so on. Upon detailed evaluation of the cost estimate of repair needs in each neighborhood, it was determined that some neighborhoods can be combined in one year and that the 20-year program can be implemented over a 15-year period.

The Commission recommended assigning a different weight to each criterion, based on the relative importance. As an example of this method, tripping hazards will have a higher weighting value than the age of past repairs. Utilizing this approach will result in a priority list based on actual sidewalk conditions and manifest more equitable results.

Staff carefully re-evaluated the criteria based on the Commission's comments and assigned a new weighting value to each criterion using a 100 point system. Total Tripping Hazard Counts (Criterion 4) received the highest weighting value (60%) as this condition represents the severity of sidewalk problems in a given neighborhood. Tree Related Problems (Criterion 3) and Total Tree Count (Criterion 2) are both related to street trees. The combined total of these two conditions had the second highest weighting value (30%). Age of Past Repairs (Criterion 1) received the lowest weighting value (10%). The revised ranking is included in Exhibit B. A 15-year priority list is shown in Exhibit C and is graphically represented in Exhibit D.

During the October 8, 2008 PWC meeting public comment was received requesting that residents residing on a street opposite or alongside a repair area be noticed and allowed to participate in the program if they desire. The Commission directed that this provision be included in the Sidewalk Repair Program. At the sequence PWC meeting of November 12, 2008, the PWC approved the revised 15 year sidewalk repair program.

The first project following approval of the priority list by the council is anticipated to commence in Summer 2009. For clarity, please note that design for a sidewalk repair project is currently underway targeting prior sidewalk defects as identified in the 2006 Citywide Sidewalk Condition Assessment Project. The construction of this project is anticipated to begin in March 2009.

**NOTICING:** The staff reports for the October 8 and November 12, 2008 PWC meetings were provided to all the homeowners associations in the City. The staff report for this City Council meeting was also sent to all homeowners associations.

**BUDGET IMPACT:** The City Council allocated \$500,000 for each year of the Sidewalk Repair Program. There currently are sufficient funds in the Sidewalk Repair Project budget to fund the first year of the program.

**ENVIRONMENTAL REVIEW:** This project is categorically exempt from CEQA pursuant to CEQA Guidelines section 15301 (Existing Facility), because this project consists of only minor repairs to existing sidewalks.

**EXHIBITS:**

- A. Sidewalk Repair Program
- B. Comparison of Original Ranking and Revised Ranking
- C. Revised 15-Year Priority List
- D. New Map of the 15-Year Priority List

c: City Clerk  
City Attorney  
Business Administrator  
Finance Director  
Public Works AR Binder/Public Works Project File

11/30/15: Resolution 2 has been added to this document to further confirm this is a 15 year plan. A clerical error in Exhibit A inadvertently labeled it a 20 year plan.

RESOLUTION NO. 2 (2009)

RECEIVED

APPROVING THE REVISED FIFTEEN YEAR  
SIDEWALK REPAIR PRIORITY LIST

2008 DEC 24 A 10:51

OFFICE OF CITY CLERK  
CITY HALL  
SAN MATEO, CA

RESOLVED, by the Council of the City of San Mateo, California,

WHEREAS, in March 2008, the City Council approved a Sidewalk Repair Program which outlines steps to proactively inspect and repair sidewalks in the City; and

WHEREAS, in October 2008 staff presented a proposed 15 year Sidewalk Repair Priority List (List) to the Public Works Commission for its review and input; and

WHEREAS, the Public Works Commission recommended a modification to the weighting system used to develop the List; and

WHEREAS, the Public Works Commission considered and approved the revised Sidewalk Repair Program and the revised List at its subsequent meeting in November and recommended that the revised List be sent forward for Council consideration;

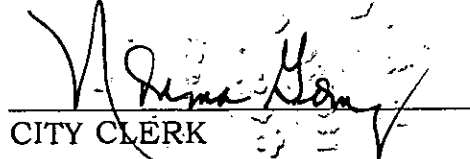
NOW, THEREFORE, IT IS HEREBY DETERMINED and ORDERED that:

1. The City Council approves the revised 15 Year Sidewalk Repair Priority List as set forth the exhibits attached to the accompanying Administrative Report.



MAYOR

ATTEST:

  
CITY CLERK

ORIGINAL

\* \* \*

Resolution adopted by the City Council of the City of  
San Mateo, California, at a regular meeting held on  
January 5, 2009, by the following vote of the Council:

AYES: Council Members EPSTEIN, LEE,  
MATTHEWS and GROTTÉ

NOES: NONE

ABSENT: NONE

(SEAL) /s/ NORMA GOMEZ, City Clerk

**EXHIBIT A**  
**Sidewalk Repair Program**

**11/30/15: This page was edited to show corrections to a clerical error. The following page is the original from 2008 which contains the mistake.**

**15**

The ~~X~~ year Sidewalk Repair Program will include the following Steps:

- i. Each year Public Works will inspect a section of the City's sidewalk to identify all potential tripping hazards (sidewalks with 3/4" or greater vertical separation). According to the recently completed Citywide Sidewalk Condition Assessment Project, the estimated citywide sidewalk and curb and gutter repair cost is approximately \$10M. It is recommended to divide the City into 20 sections which yields an approximately \$500,000.00 annual sidewalk repair program. The 20 sections will be prioritized based on potential tree growth damage and age of past repairs.

**15**

This ~~X~~ year program will exclude the downtown area, the Community Development Block Grant (CDBG) area, sidewalk not directly fronting residential properties and streets that require reconstruction per the Pavement Management Program.

The City will inspect the Downtown retail area annually and make necessary repairs using parking revenue.

The City will inspect a portion of the CDBG area every year and make repairs accordingly. All repairs will be funded by CDBG funds. The size of the project will be determined based on available grant fund.

The City will maintain sidewalks not directly fronting residential properties.

The City will maintain sidewalks within streets that require reconstruction serviceable by using asphalt wedges. Property owners will be required to repair their sidewalks only when street reconstruction occurs. This exception, however, does not apply to sidewalks that are separated from the curb by a planter strip.

- ii. The City will make the tripping hazards safe by placing asphalt wedges where appropriate. Upon request, the City will provide the asphalt wedges at areas outside of the annual sidewalk repair project area and inspect the wedges on an annual basis to ensure effectiveness.
- iii. The City will send out an informational notice to the property owners within the sidewalk repair area in concurrence with the inspection effort. The notice will explain the City's sidewalk repair policy, the process of the sidewalk repair program, and the options the homeowner has should repair be necessary for sidewalk fronting their property. The options include:
  1. Perform the work themselves in compliance with City Standards.
  2. Hire an individual contractor to perform the work.
  3. Hire a contractor pre-selected by the City to perform annual sidewalk repair work. The City can prequalify potential contractors, and should be able to obtain better unit prices for the work through the City's bid process.

All of the options require an encroachment permit from the City.

**EXHIBIT A**  
**Sidewalk Repair Program**

The 20 year Sidewalk Repair Program will include the following Steps:

- i. Each year Public Works will inspect a section of the City's sidewalk to identify all potential tripping hazards (sidewalks with  $\frac{3}{4}$ " or greater vertical separation). According to the recently completed Citywide Sidewalk Condition Assessment Project, the estimated citywide sidewalk and curb and gutter repair cost is approximately \$10M. It is recommended to divide the City into 20 sections which yields an approximately \$500,000.00 annual sidewalk repair program. The 20 sections will be prioritized based on potential tree growth damage and age of past repairs.

This 20 year program will exclude the downtown area, the Community Development Block Grant (CDBG) area, sidewalk not directly fronting residential properties and streets that require reconstruction per the Pavement Management Program.

The City will inspect the Downtown retail area annually and make necessary repairs using parking revenue.

The City will inspect a portion of the CDBG area every year and make repairs accordingly. All repairs will be funded by CDBG funds. The size of the project will be determined based on available grant fund.

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  1. Perform the work themselves in compliance with City Standards.
  2. Hire an individual contractor to perform the work.
  3. Hire a contractor pre-selected by the City to perform annual sidewalk repair work. The City can prequalify potential contractors, and should be able to obtain better unit prices for the work through the City's bid process.

All of the options require an encroachment permit from the City.

The informational notice will also provide preliminary schedules for bid solicitation and sidewalk repair construction.

- iv. Upon completion of the inspection, abatement notices will be sent to the property owners adjacent to the sidewalk locations in need of repair. This notice will reiterate the options that the property owners have and provide information about the City selected contractors and concrete repair unit prices. The property owners have 90 days to complete the repair.
- v. A second abatement notice will be sent out one month before the deadline for making the repairs. This notice will remind the property owner of their sidewalk repair responsibility and provide a cost estimate for using the City selected contractor to perform the work.
- vi. Public Works will make a follow-up inspection to identify that the required sidewalk safety improvements have been completed. If the sidewalk repairs are not completed, the City will follow the procedures identified in the Code by making the sidewalk repairs, invoicing the property owner and then if necessary placing a lien on the property for the cost of the improvements.
- vii. Under the proposed sidewalk repair program, the property owner will be responsible for:
  - Repair of sidewalk
  - Repair of driveway, driveway aprons, and driveway curb and gutter
  - Repair of sidewalk underdrains
  - Installation of Concrete walkway through the planter strip
  - Removal of concrete in the planter strip and place top soil
  - Installation of tree root barrier if necessary

The City will be responsible for:

- Repair of concrete curb and gutter
- Installation of wheelchair ramps
- Installation of tree root barrier, removal and replacement of trees associated with sidewalk repair

If the sidewalk damages are deemed to be caused by street trees, as defined in Municipal Code, Chapter 17.24, Sidewalk Maintenance, the City may participate up to half of the repair cost depending on estimated impact and available funding. The determination will be made as part of the inspection and the cost sharing option will be provided to the property owner in the first abatement notice. As part of the process, the City will examine the need to remove and replace the trees to reduce future damage to the sidewalk prior to the repair work.

Street trees will be removed if it is determined that the root cutting associated with the repair will cause the tree to die or become unstable. Other trees may be considered for removal if it's the arborist's belief that the tree will displace the repaired pavement within five years. All street trees removed will be replaced with new trees as defined in the city's street tree master plan unless there is an inadequate amount of space for a new tree.

If tree replacement is recommended, the City will pay the additional cost related to tree removal/replacement. The City will lead the repair effort if the property owner chooses to accept the cost sharing option.

Property owners within the sidewalk repair area that meet the income requirements can apply for financial assistance for sidewalk repair in accordance with the following criteria:

- Extremely low income: up to 100% reimbursement
- Very low income: up to 75% reimbursement
- Low income: up to 50% reimbursement

This financial aid program will be funded by CDBG funds.

- viii. Some sidewalk cracks can be treated with concrete cutting, grinding or mud jacking at a much lower cost. If concrete cutting, grinding or mud jacking is determined by the City as a viable method during the inspection, this repair option will be offered to the property owner in the first abatement notice. Similar to sidewalk repair work, the City will preselect a contractor that can provide this kind of service and obtain unit price for the work. The property owner can choose to hire an independent contractor or the City prequalified contractor to perform the sawcutting/grinding work.
- ix. If a sidewalk tripping hazard is reported to the City in an area outside of the annual repair program area, the responsible property owner will be notified to make permanent sidewalk repair(s) within 90 days. The property owner will be offered to participate in the program, if they desire. If the timing of the annual sidewalk repair program does not fit within the 90-day deadline the property owner may request an extension to the next cycle. Only one extension will be granted per property.
- x. The City will pay for 100% of the initial repair cost for sidewalks adjacent to rolled curbs in accordance with current standard. The on-going maintenance will revert back to the property owners.



## Area Determination

	Neighborhoods	Past Repairs	Rank†	Estimated Tree Count	Rank	Estimated Tree Related Problems (SF)	Rank	CSG Inspection SW > 3/4" (SF)	Rank	Total Score (10-15-15-60%)	Rank
1	Aragon	1985-1986	12	512	3	2,030	1	2,945	1	2.4	1
2	South Shoreview	1995-1999	21	642	1	1,820	2	2,637	2	3.8	2
3	Baywood Knolls	1983-1985	10	575	2	1,188	3	2,166	4	4.2	3
4	Northwest Hillsdale	1986-1990	13	191	10	757	7	1,098	5	6.9	4
5	Hayward Park	1979-1980	1	387	4	423	11	873	9	7.8	5
6	Country Club Heights	1987-1990	16	177	12	702	8	1,018	6	8.2	6
7	Sunnybrae	1979-1980	1	382	5	417	12	861	10	8.7	7
8	Southwest Hillsdale	1990-1992	17	138	16	114	20	2,335	3	8.9	8
9	North Central*	1991-1993	19	158	14	971	5	1,008	7	9.0	9
10	San Mateo Heights*	1993-1994	20	201	9	846	6	983	8	9.1	10
11	College Heights	N/A	24	0	25	693	15	1,176	4	10.8	11
12	San Mateo Village*	1982-1983	9	362	6	414	13	771	12	11.0	12
13	Southeast Hillsdale*	1980-1981	5	173	13	164	19	772	11	11.9	13
14	Parkside	1999-2002	22	185	11	524	9	1,068	13	13.0	14
15	East San Mateo*	1979-1980	1	244	8	267	14	551	17	13.6	15
16	25th Avenue*	1980-1981	5	276	7	217	17	638	16	13.7	16
17	Laurelwood	1990-1991	17	43	22	36	24	738	14	17.0	17
18	Northeast Hillsdale*	1980-1981	5	154	15	88	21	464	19	17.3	18
19	North Shoreview*	1980-1981	5	70	19	439	10	202	22	18.1	19
20	Mariners' Island	2001-2002	23	101	17	173	18	546	18	18.4	20
21	Foothill Terrace	1986-1987	13	64	20	254	15	368	20	18.6	21
22	Central Business District*	1986-1988	13	49	21	223	16	217	21	19.5	22
23	19th Avenue	1979-1980	1	77	18	84	22	173	23	19.9	23
24	Baywood	1983-1984	10	18	23	37	23	67	25	22.9	24
25	Lauriedale*	N/A	24	3	24	0	25	96	24	24.2	25

Source: Previous 50-50 Program Map

Source: COSM GIS Data

Source: CSG Inspection Feb 2007

Source: CSG Inspection Feb 2007




Target Year	Neighborhoods
2009	Aragon (north)
2010	Aragon (south)
2011	South Shoreview (north)
2012	South Shoreview (south)
2013	Baywood Knolls
2014	Northwest Hillsdale
2015	Hayward Park
2016	Country Club Heights Sunnybrae
2017	Southwest Hillsdale
2018	North Central San Mateo Heights
2019	College Heights San Mateo Village
2020	Southeast Hillsdale Parkside
2021	East San Mateo 25th Avenue Laurelwood
2022	Northeast Hillsdale North Shoreview Mariners' Island
2023	Foothill Terrace Central Business District 19th Avenue Baywood Lauriedale



**City of San Mateo**

**Sidewalk Repair Program - Target Areas (15-Year Plan)**

2009	Aragon (south)	2020	Southeast Hillside
2010	Aragon (north)	2021	Parkside
2011	South Shoreview (north)	2021	East San Mateo
2012	South Shoreview (south)	2021	25th Avenue
2013	Baywood Knolls	2022	Laurelwood
2014	Northwest Hillside	2022	Northwest Hillside
2015	Hayward Park	2022	North Shoreview
2016	Country Club Heights	2023	Matthi's Island
	Sunnybrae	2023	Footfall Terrace
2017	Southwest Hillside		Central Business District
2018	North Central		19th Avenue
2019	San Mateo Heights		Boywood
	College Heights		Lauriedale
	San Mateo Village		

-  San Mateo Park (special case area)
-  CDBG Areas (excluded from Program)
-  Downtown Areas (excluded from Program)

