

# City of Calistoga

## Staff Report

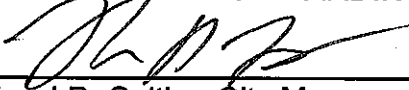
8

**TO:** Honorable Mayor and City Council  
**FROM:** Dan Takasugi, Public Works Director  
**DATE:** October 18, 2011  
**SUBJECT:** Consideration of a Resolution Implementing a Program for Inspection and Repair of Sidewalk Trip Hazards throughout the City

---

---

APPROVAL FOR FORWARDING:

  
Richard D. Spittler, City Manager

---

---

1  
2 **ISSUE:** Consideration of a Resolution Implementing a Program for Inspection and  
3 Repair of Sidewalk Trip Hazards throughout the City.

4  
5 **RECOMMENDATION:** Adopt Resolution.

6  
7 **BACKGROUND:**

8  
9 On September 6, 2011, staff provided Council with an introduction to a phased program  
10 to inspect and repair sidewalk trip hazards throughout the City. Council directed staff to  
11 prepare a policy for Council consideration. This issue provides an implementing  
12 program and policy to inspect and repair sidewalk trip hazards. A copy of the  
13 September 6, 2011 introductory staff report is provided as Attachment A, which provides  
14 much of the background on this issue.

15  
16 **DISCUSSION:**

17  
18 This sidewalk trip hazard inspection and repair program proposes sidewalk inspection  
19 by a qualified contractor and preparation of a report that will indicate where the trip  
20 hazards exist. Code enforcement letters would need to be sent to abutting property  
21 owners, requiring them to make timely repairs to their sidewalks. If the property owners  
22 do not make such repairs, then California Streets and Highway Code Section 5614  
23 directs the Public Works Department to make such repairs and place a lien on the  
24 property for the cost of the repair.

25  
26 Staff proposes a phased inspection and repair program, with a cost share component.  
27 Such a phased program is conceptually planned over a period of 4 years, but could take  
28 longer depending upon the extent of trip hazards discovered and the degree to which  
29 abutting property owners choose to participate in the cost share component. A map of  
30 the inspection and repair sectors is shown on Attachment B. Conceptually, one sector  
31 would be inspected each of the next 4 fiscal years.

32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76

Sectors were selected and prioritized on the basis of several factors, including:

- Proximity to downtown
- More heavily used walking routes
- Proximity to schools
- Age of sidewalk infrastructure

The sidewalk inspection and repair program would follow the following general steps within each sector:

- a. Sidewalks within a sector will be inspected by a qualified inspection contractor. During that inspection, small trip hazards, less than 1.75-inches in maximum height, will be repaired at City cost.
- b. The inspection contractor will provide a detailed written itemization of trip hazards greater than 1.75-inches in maximum height within that sector, but will not make those repairs. Trip hazards of this larger size typically require the sidewalk to be removed and replaced, and are often termed Remove and Replace (R&R) sidewalk repairs.
- c. The City Public Works Department will issue written notice to those abutting property owners for the larger R&R trip hazards, and offer a 50/50 cost-share (up to \$1,000 maximum) to complete the trip hazard repair.
- d. Abutting property owners, who have been noticed for such larger R&R trip hazards, will have the option of: (1) Performing the sidewalk repair themselves and not participating in the 50/50 cost-share, or (2) Selecting their own licensed contractor to perform the repair and submitting the invoice for a 50/50 cost-share reimbursement.
- e. If the noticed abutting property owner does not choose to repair the R&R trip hazard, then the City Public Works Department is obliged by the Streets and Highway Code to make the repair and charge all costs as a lien on the property.

A simplified decision tree chart is provided as Attachment C. This simplified chart is intended to show the general process to be followed, and is not intended to be taken as part of the sidewalk repair program/policy. The sidewalk trip hazard inspection and repair program/policy is provided as Attachment D.

If a property owner is noticed for a larger trip hazard repair and is income-qualified for the PG&E CARE (California Alternate Rates for Energy) program, they may apply to the City for full funding of their sidewalk repair, using Community Development funding.

77 **FISCAL IMPACT:**

78  
79 The sidewalk trip hazard inspection and repair program is budgeted for \$60,000 in  
80 FY11/12. Of that amount, \$8,000 is anticipated to be provided in a grant from the City's  
81 insurance provider, PARSAC.

82  
83 The staff administration of the inspection and repair contract, the code enforcement, the  
84 cost-share program, and administering tax liens on non-compliant properties, is  
85 expected to impose a substantial staff time burden on City departments.

86  
87 **ATTACHMENTS:**

- 88  
89 A. Copy of 9/6/11 Staff Report Introducing the Sidewalk Trip Hazard Program  
90 B. Map of Phased Sidewalk Trip Hazard Inspection and Repair Program  
91 C. Simplified Decision Tree  
92 D. Sidewalk Trip Hazard Inspection and Repair Program  
93 E. Draft Resolution