

**Staff Report: Adoption of Sidewalk Maintenance Program Procedures**

**TO:** Honorable Mayor and Members of the City Council

**ATTENTION:** Thaddeus McCormack, City Manager

**FROM:** Kelli Pickler, Director of Public Works

**Introduction**

Sidewalks provide access throughout the Lakewood community for residents, visitors and businesses. Keeping sidewalks in functional condition requires ongoing inspection and a consistent approach to addressing maintenance needs while considering pedestrian safety, accessibility and available City resources. To guide this effort, the Public Works Department has developed Sidewalk Maintenance Program Procedures (Procedures). The procedures establish a process for inspecting sidewalks, evaluating conditions, prioritizing maintenance and replacement, and documenting completed work.

**Statement of Facts**

The City of Lakewood has approximately 300 miles of sidewalks of varying widths, ages and conditions. Sidewalks provide access for residents, visitors and businesses. Because inspection, maintenance and replacement require substantial staff time and funding, the City must prioritize work based on observed conditions, pedestrian use, accessibility and available resources.

The proposed procedures assign administration and implementation to the Trees and Hardscape Supervisor in the Public Works Department. Responsibilities include scheduling inspections, evaluating and prioritizing work, maintaining inspection and maintenance logs, and communicating with property owners. Other City employees who regularly work in the field are encouraged to report sidewalk conditions through the citizen service request system.

There are three types of sidewalk inspections as follows:

1. Routine Inspections
2. Service Request Inspections
3. Injury, Accident or Special Inspections

Based on the three types, inspection and repair schedules will vary as follows:

1. Citywide sidewalk inspections on a four-year cycle using the zones identified in Appendix A, with the intent to complete corrective work within the applicable grid year, subject to available funding and resources.
2. Service Request Inspections within 30 days of notification through a citizen service request.
3. Injury, Accident or Special Inspections within seven days of notification of an injury or accident associated with a sidewalk.

Condition assessments consider displacement, cracking, surface deterioration, drainage, tree root damage, vegetation and other obstructions, together with surrounding circumstances that affect pedestrian access or the risk of injury. During Service Request Inspections, conditions are assigned low, moderate or high priority. Greater importance is given to school zones, senior centers, business districts and other areas with high pedestrian activity, with accessibility and available resources also considered when scheduling work.

Following Service Request Inspections, staff will develop a corrective action plan. Temporary patching is to be completed within 30 days of the service request assessment. Scheduling of the final repair will occur during the routine 4-year grid cycle provided the temporary repair is sufficient to bridge the timeframe. Alternately, if the severity of the defect requires earlier action, schedule the final repair as funding and resources allow.

For Routine Inspection and Repair, ramping, grinding or removal and replacement of the affected sidewalk is to be scheduled during the 4-year grid cycle, corresponding with the grids identified on the Annual Tree Trimming Schedule zone map (Appendix A), provided repairs are within available resources and financial constraints.

The procedures require documentation of inspections and maintenance in the Geographic Information System (GIS) and customer service requests in the Public Information Office's Service Request System. Private-property conditions that may constitute a public nuisance and contribute to an adverse sidewalk condition will be referred to the Code Enforcement Division of the Community Development Department for review and action.

### **Fiscal Impact**

No additional appropriation is requested with this action. Any additional funding needs would be considered through the City's budget process.

**Recommendation**

It is recommended that the City Council adopt the City of Lakewood Sidewalk Maintenance Program Procedures.

**ATTACHMENTS**

City of Lakewood Sidewalk Maintenance Program Procedures, including Appendix A – Sidewalk Management Grid Map