



Administrative Policy

Title: Sidewalk Inspection and Minor Repair Program				
Administered By: Department of Water & Power (Streets Maintenance)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
03400.001	09-24-14 (N/A)	01-03-17		

This Policy had been issued without a known Policy Number. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy (UNKNOWN #)
Issued: 09-24-14
Revised: N/A



MAINTENANCE SERVICES POLICY

SUBJECT:				
<i>Sidewalk Inspection and Minor Repair Program</i>				
<i>Section:</i>	<i>Position:</i>	<i>Issue Date:</i>	<i>Revision Date:</i>	<i>Supervisor Approval:</i>
<i>Concrete Maintenance</i>	<i>All</i>	<i>09/24/2014</i>		<i>General Manager</i>

Purpose.

The purpose of the Sidewalk Inspection and Minor Repair Program is to provide for a proactive and systematic approach to maintaining the City’s sidewalks. The City will identify, prioritize and track all repairs and work to efficiently and cost-effectively make needed repairs. The City will respond within a reasonable amount of time to all identified issues, taking into consideration any budgetary constraints, to help provide for pedestrian safety and reduce the City’s liability for trip and fall accidents.

Identification and Assessment.

- Sidewalk improvements will be identified by any of the following means:
 - Surveys performed by in-house or contract staff:
 - For those areas deemed as priority routes, surveys will be performed every 2 years.
 - All other areas will be surveyed every 5 years.
 - Reports from the public:
 - Notification can come via:
 - Phone;
 - e-mail;
 - the Service Request Form on the City’s website; or
 - SeeClickFix, a website and mobile app used for reporting issues to the City.
 - Observations by City staff.
- All deficiencies shall be entered into an electronic work order system to be addressed.
- Initial Inspection
 - Upon receiving a report from the public or City staff regarding an issue, the Utility Construction Superintendent or Crew Leader will visit the site within 2 business days to assess and classify the repair.
 - The supervisor or lead will schedule the work based on the classification and prioritization of the deficiency noted.
 - The Utility Construction Superintendent or Crew Leader will mark the area with fluorescent paint to alert pedestrians of a potential hazard for medium and high priority sidewalks.

- The City has identified certain areas as being priority pedestrian areas. These areas include high-pedestrian traffic areas surrounding:
 - schools;
 - elderly housing;
 - high-density residential/transit oriented development; and
 - public transportation routes.

Classification and Scheduling.

- Sidewalk repairs will be prioritized based on two factors:
 - Amount of displacement, either horizontal or vertical displacement. Displacement measures the distance between adjacent surfaces of the sidewalk.
 - Location
- High Priority:
 - Any sidewalk with a vertical displacement of 1" or greater.
 - Any sidewalk located within a priority pedestrian area 500' surrounding the site.
 - Sidewalks classified as high priority will be remediated within 20 business days of inspection.
- Medium Priority:
 - Any sidewalk with a vertical displacement between ¾" to 1".
 - Sidewalks classified as medium priority will be remediated within 60 business days of inspection.
- Low Priority:
 - Any sidewalk with a vertical displacement of less than ¾".
 - Sidewalks classified as low priority will be evaluated by the Utility Construction Superintendent or Crew Leader. At the discretion of the Utility Construction Superintendent or Crew Leader the location will either be remediated or re-inspected **in one year**.

Repairs and Capital Improvement Projects.

- It is the City of Corona policy to remove and replace sidewalk panels that are medium or high priority.
- If a tree is determined to be the cause of the sidewalk issue, the tree will be evaluated by the Parks and Maintenance Supervisor:
 - If the stability of the tree will not be undermined by root trimming, as determined by the Parks and Maintenance Supervisor or qualified arborist, the tree roots will be trimmed.
 - If the tree is determined to be a tree identified as a tree with an invasive tree root system, the tree will be removed and replaced with a different tree species.
- Where it has been determined that a large area is affected by medium and high priority issues, the area may be addressed via a capital improvement project program rather than individual repair.