



Risk Management – Annual Sidewalk Replacement City of Crystal Lake Administrative Directive

PURPOSE:

It is the goal of the City of Crystal Lake’s sidewalk inspection and repair guidelines to provide residents with walkways that are sound and safe for pedestrian traffic.

PROCEDURE:

CRITERION FOR SIDEWALK INSPECTION AND REPAIR

The City of Crystal Lake makes every effort to care for and maintain its property in a reasonably safe condition for its intended purpose.

There are two basic means through which the City will become informed of sidewalks that are not in a reasonably safe condition.

1. Citizen Notification

Citizens notify the City via telephone or WebQA of sidewalks which need inspection. It will be the responsibility of the Engineering and Building Department to conduct a sidewalk inspection in response to a citizen notification. Staff from the Engineering and Building Department will evaluate the sidewalk and determine the condition of the sidewalk per the sidewalk evaluation procedures section below. At the end of each inspection, staff contacts the complainant as to whether it meets the criteria for replacement or not.

2. Citywide Sidewalk Inspection (completed over a 4-year period)

The Engineering and Building Department has developed a systematic, City-wide inspection of municipal sidewalks that ensures all sidewalks are inspected once every four years. High traffic areas such as schools, downtown areas, or train stations are inspected yearly. All public sidewalks are divided into four generally equal geographic areas, see the map in appendix A, and each section is inspected on a rotating basis so that each section is inspected *at least* once every four years. Staff from the Engineering and Building Department perform the annual inspections. However, should adequate personnel not be available, the inspection may be contracted out should sufficient funds be available.

SIDEWALK EVALUATION PROCEDURES

The basic criterion for selecting sidewalk sections for removal, replacement, or repair is the identification of potential tripping hazards. Sidewalks are rated based upon the following:

Rating	Vertical Displacement & Settlement	Structural Cracking and Separation	Spalling/Chipped Surface
1	Up to 1 ½ inches	Up to 1 inch	Up to 50%
2	1 ½ inches to 2 inches	1 inch to 1 ½ inches with map cracking	50% to 75%
3	Over 2 inches	Over 1 ½ inches with chunks of loose concrete	Over 75%

When a sidewalk section is inspected and found to have a rating of 2 or 3, the Engineering and Building Department staff shall record the following information using an individual inspection sheet for each location as well as an overall spreadsheet of all locations:

1. The street address at which the sidewalk is located
2. Date of complaint and homeowner's name or date the inspection was done
3. The length, width, and thickness of the sidewalk
4. The condition rating of the sidewalk
5. A picture of the sidewalk to record the condition at the time of inspection

AMERICAN WITH DISABILITIES ACT COMPLIANCE

In as much as there are requirements for installation of sidewalks in accordance with the Americans with Disabilities Act, all reasonable efforts will be made to construct or reconstruct sidewalks to meet the appropriate ADA guidelines. This includes sidewalk ramps at all curbs, proper grades and landings, and any other requirements that can be met.

PRIORITIZATION FOR THE REPLACEMENT PROGRAM

The Engineering and Building Department shall annually compile a list of sidewalks which have been rated as a 2 or 3. If the cost to repair or replace all of the sidewalks on the list is greater than the programmed budget for sidewalk repair and replacement, the Engineering and Building Department shall prioritize the list by the rating established during the inspections. Sidewalks that receive a rating of 3 will receive priority over those that receive a rating of 2. Within each rating, sidewalks with the greatest vertical displacement and separation will receive priority. Any sidewalks which cannot be repaired due to budget constraints shall be included in a future program.

IMMEDIATE ACTION REQUIRED

If it is determined that the sidewalk damage has achieved a rating of 3 due to a vertical displacement of 2 inches or more, the Engineering and Building Department shall notify the Public Works Department who will make a temporary repair by placing cold patch at this location, placing a barrier around the damaged sidewalk, or conducting some other repair that will remedy the potential hazard temporarily.

BIDDING PROCEDURES FOR REPLACEMENT PROGRAM

The Engineering and Building Department shall competitively bid out the sidewalk replacement program each year. The bids shall be opened at a time and place designated by the Engineering and Building Department, and construction shall begin once all bids are finalized and approved by the City Council.

RESIDENT REQUEST FOR COSMETIC REPAIR

In the event that a resident requests to have a segment of sidewalk replaced that does not meet the standards for replacement (sidewalks that receive a rating of 2 or 3), the resident may have the sidewalk replaced as part of the City's sidewalk replacement. However, the resident must pay the full cost of replacement. The Engineering and Building Department shall provide the resident with an estimated cost of replacement. The resident shall provide written acknowledgement that they will be responsible for the entire cost of replacing the sidewalk before the sidewalk is included in the annual sidewalk replacement program.

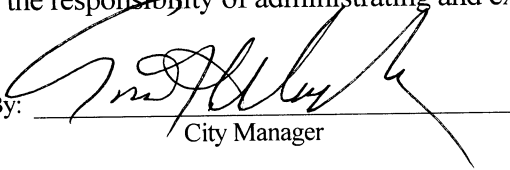
DAMAGE CAUSED BY ADJACENT PROPERTY OWNERS

If the adjacent property owner or a contractor hired by the owner has caused damage to the sidewalk that would warrant replacement under this program, the adjacent property owner shall be responsible for the cost of repairing the sidewalk. The property owner has the option to either obtain a permit from the City and utilized their contractor to repair or replace the sidewalk or have the section of sidewalk be included in the City program. Should the property owner choose to utilize the City's program, an estimated cost will be provided to them and an agreement signed.

RESPONSIBILITY:

All Department Directors and supervisors shall have the responsibility of familiarizing themselves with this directive and adhering to it. The Director of Public Works and Director of Engineering and Building shall have the responsibility of administrating and executing this directive.

Approved By: _____

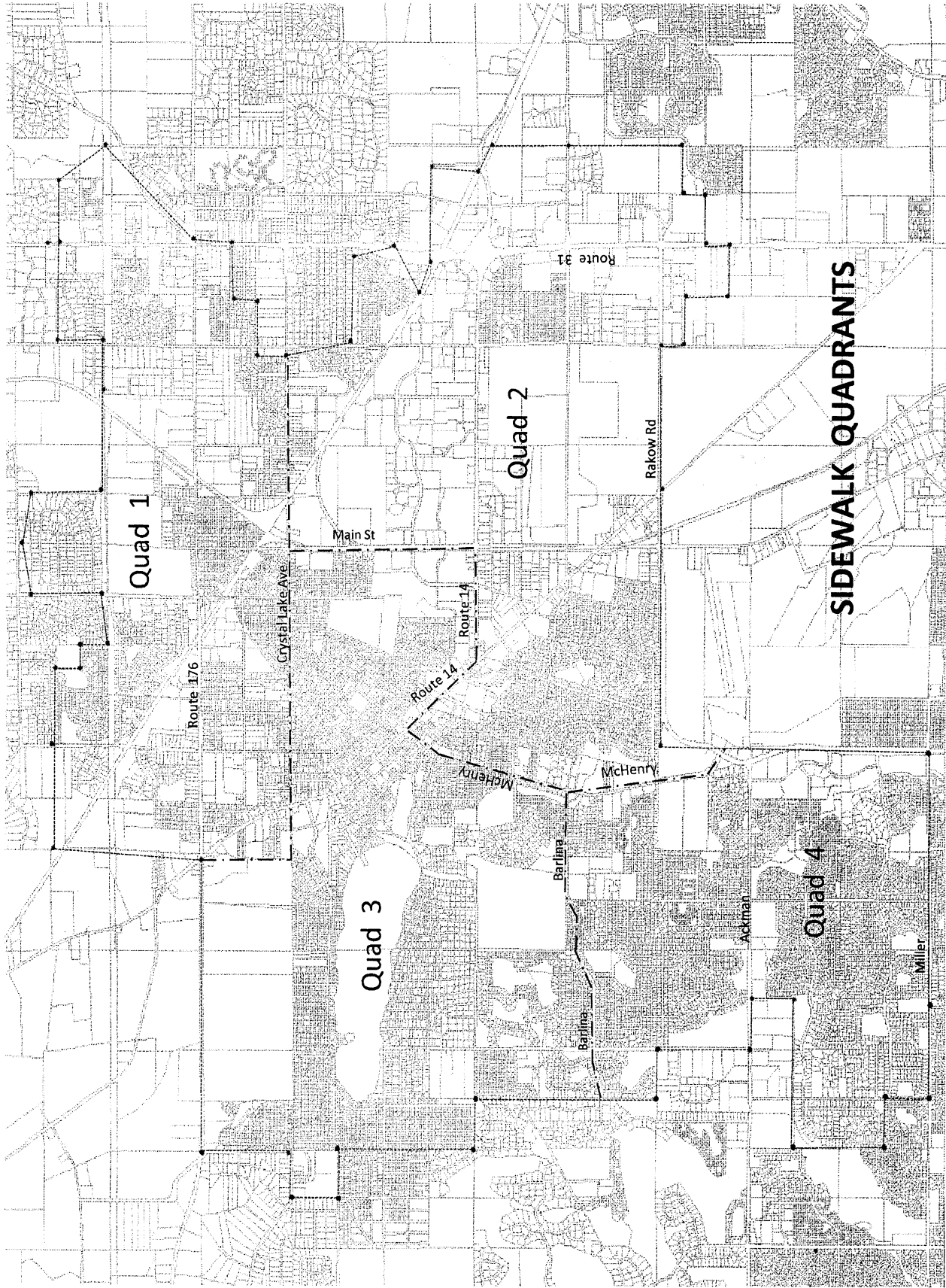


City Manager

Original Effective Date: 5/16/2006

Revised: 01/2012

Next Review: 01/2014



Quad 1

Quad 2

Quad 3

Quad 4

SIDEWALK QUADRANTS

Route 176

Crystal Lake Ave

Main St

Route 14

Route 14

McHenry

McHenry

Barlina

Barlina

Ackman

Miller

Rakow Rd

Route 31