


## REPORT TO CITY COUNCIL

**DATE:** JANUARY 8, 2014  
**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL  
**FROM:** GREG RAMIREZ, CITY MANAGER *WH For CR*  
**BY:** RAMIRO ADEVA, DIRECTOR OF PUBLIC WORKS/CITY ENGINEER   
**SUBJECT:** AUTHORIZATION TO SOLICIT PROPOSALS FOR PROFESSIONAL SERVICES TO PREPARE A CITYWIDE CONCRETE INFRASTRUCTURE ASSESSMENT REPORT

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Each fiscal year, funds are allocated within the budget to complete concrete repairs throughout the city. Damaged public sidewalks, curbs, and gutters are identified, and staff works to find the most efficient way to address the most locations within the limited funds that are allocated.

Although staff has worked diligently to outline the details of a sidewalk inspection policy, and to maintain a log of locations where concrete repairs may be needed for current and future years, the task of prioritizing all the locations, documenting them, and then scheduling them for repair necessitates a more efficient and effective tool to ensure that fixes are occurring in a timely manner and that staff is maximizing the fiscal resources on the locations that need it most.

Therefore, staff is proposing to hire a firm to assess all the public roadways in the City at once, document and rank the concrete locations that need to be addressed, using the rating criteria outlined in the city concrete inspection policy, and then schedule the repairs based on the findings outlined in the report.

Doing a report like this has multiple benefits. First, it establishes a more orderly approach to ranking locations and then scheduling annual repairs based on allocated budget for any given year. It also allows for a formalized procedure for tracking maintenance histories for any particular locations. Also, the amount of staff time needed to identify locations each year is reduced since the report will have that information documented in one centralized report covering the entire city. Lastly, it reduces the City's risk and/or liability regarding claims, since the report serves as proof of the City's diligent efforts to preserve the public's health and safety within the confines of the limited fiscal resources that the City is bounded by each year.

The cost estimate for this report is \$35,000, and would be paid entirely out of Gas Tax funds included within this fiscal year's approved budget, and will require no General Funds.

Award of the contract would be scheduled for sometime in February 2014, with work estimated to take approximately 2-3 months to complete.

**RECOMMENDATION**

Staff respectfully recommends the City Council authorize staff to solicit proposals for professional services to prepare a Citywide Concrete Infrastructure Assessment Report.