



1459 Washington St.  
Muscatine, IA 52761-5040  
(563) 263-8933  
Fax (563) 263-2127

**Public Works**

**City Transit**  
263-8152

MEMORANDUM

**Equipment Maintenance**  
**Roadway Maintenance**  
**Collection & Drainage**  
**Building & Grounds**  
**Engineering**

To: Gregg Mandsager, City Administrator  
CC: Fran Donelson, Secretary  
FROM: Randy Hill, Public Works Director  
DATE: October 1, 2013  
RE: Sidewalk Policy and Program

INTRODUCTION:

A significant part of the city's infrastructure is sidewalks. It is roughly estimated that 60% - 70% of the community is connected with pedestrian walks and trails.

BACKGROUND:

For the past ten (10) years the City of Muscatine has not had an active sidewalk inspection program. We have functioned on a complaint driven basis. However, with the focus on a healthier lifestyle for our citizenry let by the Blue Zone initiative, existing sidewalks, development of new sidewalks and compliance with ADA mandated handicap ramps at sidewalk intersections becomes very important.

RECOMMENDATION/RATIONALE:

It is the recommendation of staff to develop a sidewalk policy and implementation program for city council's consideration. This policy and program would be designed by a Project Manager and shared with the Muscatine City Council during the budgetary process in January/February 2014. The program would feature a Policy Statement and a comprehensive approach to addressing sidewalk needs in the city. It is anticipated that implementation would be directed at inspection of existing walks, creation of new sidewalks during construction projects (i.e. Cedar, Colorado) and ADA ramps. The Blue Zone concept of the "Walking School Bus" should also have a high priority level assigned to it. No General Fund money is proposed to be used for this Sidewalk Policy and Program effort at this time.

City Council was given a power point presentation by City Engineer Jon Lutz and MAGIC Coordinator Mark Yerington at the September 12 council meeting. They demonstrated how new

technology using IPads can be used effectively in an inspection program and notification process.

City Staff continues to receive inquiries almost daily about sidewalks in one form or another – trippers, water shut off valves, lack of sidewalks in pedestrian travelled areas etc. There are many elements of a sidewalk program that require discussion – funding, new construction, maintenance of existing and replacement. For the past several years the city staff has included \$30,000 in the City Engineer’s budget to hire a consulting firm to help with this. The funding has not been approved but the need for sidewalk attention has not lessened. Unless we move forward with a proactive plan to address our sidewalk infrastructure, then our only option is to continue to react on a complaint driven basis.

**BACKUP INFORMATION:**

- 1.
- 2.
- 3.
- 4.

## **Comprehensive Sidewalk Program and Policy**

- A. Need for Policy**
  - a. History**
    - i. Current sidewalks are addressed on a complaint basis
    - ii. Systematic inspection program – the last inspection program ceased 10 years ago
    - iii. Time to update standards, create a policy, and determine that best way to implement.
  - b. Purpose:** To continue to provide a pedestrian friendly community, address walkability, and provide connected city infrastructure
  - c. Current authority:** City Code and Zoning Ordinance
  - d. Three pronged approach**
    - i. Sidewalk inspection and repairs – to include a comprehensive onsite inspection identifying need repairs and process for repair
    - ii. New sidewalks – to include sidewalks to be completed with larger city projects, areas missing sidewalks or areas in need or connections
    - iii. ADA assessment and repair (grade, ADA panels)
    - iv. The policy will address timing, standards, inspection, notice, and funding
- B. Existing Infrastructure Issues**
  - a. Elevated water stop boxes
  - b. Broken concrete
  - c. Tripping hazards
- C. Infrastructure Opportunities (New Construction)**
  - a. Infill or links connecting segments of existing infrastructure**
    - i. I.E. Dawson Street (\$39,000)
    - ii. Please note that we are not recommending that we add Dawson street to the current project, but to ensure consistency going forward that we address the sidewalks at a later date once the policy is complete and council has adopted.
  - b. Adopt and Implement a Complete Streets Policy**
    - i. Blue Zone action item
    - ii. Identified in comprehensive plan
    - iii. Current projects and opportunities
      - 1. Colorado Street (September 2013)
      - 2. Cedar Street (January 2014)
      - 3. Mulberry Street (Houser to Fridleys)
      - 4. Lucas Street
    - iv. Safe Routes to School
      - 1. Adequate sidewalks (new and connectors) to get childrens safely to and from schools
      - 2. Walking school buses
    - v. Federal and State Mandates
      - 1. ADA ramps
      - 2. Required whenever adjacent streets are constructed/reconstructed or sidewalk reconstructed/installed

- D. Public Support
  - a. Neighborhood Public Meetings
  - b. Comprehensive Plan
  - c. Blue Zones Initiative and meetings
  - d. Pedestrian and Bike Master Plans (forthcoming)
- E. Powerpoint Presentation
  - a. John Lutz, City Engineer
  - b. ADA model program for inspection, tracking, and policy implementation
- F. How do we proceed with creating the policy and implementing the plan?
  - a. Contract with outside firm for an inspection and report, city implements
    - i. \$20-30,000 per year plus implementation
  - b. Complete the project in-house and in cooperation with Bi-State on the policy document (Recommended route)
    - i. Hire a project manager to coordinate and develop the policy and implement
    - ii. Additionally duties
      - 1. Coordinate and implement sidewalk program
      - 2. Acts as project manager for all construction projects (timelines, deadlines, IDOT submissions, project coordination)
      - 3. Update project sheets/status reports on City's website
      - 4. Grant writing
      - 5. ROW and easement acquisition (City-wide)
      - 6. Lean coordinator for DPW (ID time, process and cost savings)
      - 7. Additional benefit - alleviates city engineer's time to focus on city project design, increases output, saves contracted engineering dollars (limited large projects)
  - c. Costs for recommended option - \$50,000 base salary or \$74,000 with benefits
  - d. Funding
    - i. \$20-30,000 future allocation for outside engineer
    - ii. Position responsible for all project easement acquisition (Averages \$7,000 per year)
    - iii. Eliminate part-time engineering position (\$7 to \$15,000 over last three years, \$7,700 budgeted this FY)
    - iv. Grants (Application and Administration), City-Wide, main focus construction projects
    - v. Potential to complete airport project inspections (currently outside contractor) (\$5,000)
    - vi. Remainder – RUTF and TIF allocation
    - vii. Potential savings from lean activities (potential only, long term)


# CITY OF MUSCATINE SIDEWALK & ADA RAMP INVENTORY

Jon Lutz  
Muscatine  
City Engineer

Mark Yerington  
MAGIC GIS  
Systems  
Analyst

# HISTORICAL ASSESSMENT

- Used paper forms
- Manually Intensive tracking & notification



**CITY of MUSCATINE**  
Department of Public Works • 1459 Washington • Muscatine, Iowa 52701 • (319) 253-8633

August 11, 1987

Thomas D. or Cindy Brendel  
501 E. Ninth  
Muscatine, Iowa 52761

Dear Thomas or Cindy:

This is the time of year when pedestrian traffic increases. Due to this fact it has been a practice of the city to inspect sidewalks where unsafe conditions are reported.

I have marked the faulted area. It is usual practice that the property owner has 60 days to complete the necessary repairs.

If there are any questions, contact Chuck Jones at 263-8933 or 1459 Washington Street. Thank you for your cooperation.

Sincerely,

Chuck Jones  
Engineering Technician

GJ:dp

**SIDEWALK REPAIR INSPECTION**  
CITY OF MUSCATINE, IOWA

Parcel no. \_\_\_\_\_  
Date \_\_\_\_\_

Name of Property Owner: Thomas D. or Cindy Brendel  
Address: 501 E 9th  
Legal Description: W 50.3' S 95' Lot 1  
Blk 8 Ogilvie Add

Property line

House address

Street name

Property line

501 House address

Street name E. 9th

Street name \_\_\_\_\_

**TYPICAL FRONT OR SIDE YARD**

Legend: L = length of repair XXXXXXXXXX and distance to beginning of repair.  
T = B,D (See attached sheet for type of repair code) see attached drawing

**TYPICAL BACK YARD**

Location of sidewalk:  Front yard     Side yard     Back yard

Width of sidewalk:     4 feet     6 feet     other \_\_\_\_\_

Depth of sidewalk:     4 inches     5 inches     6 inches

Type of sidewalk:     Concrete     Asphalt

Amount of sidewalk to be repaired 120 Square Feet  
plus fill

First inspection and form made by: Chuck Jones

Notice  served or  sent out by: Dennis Platt    Date: 11 August 1987

Repair made by: \_\_\_\_\_    Date completed: \_\_\_\_\_

Reinspected by: \_\_\_\_\_    Date: \_\_\_\_\_

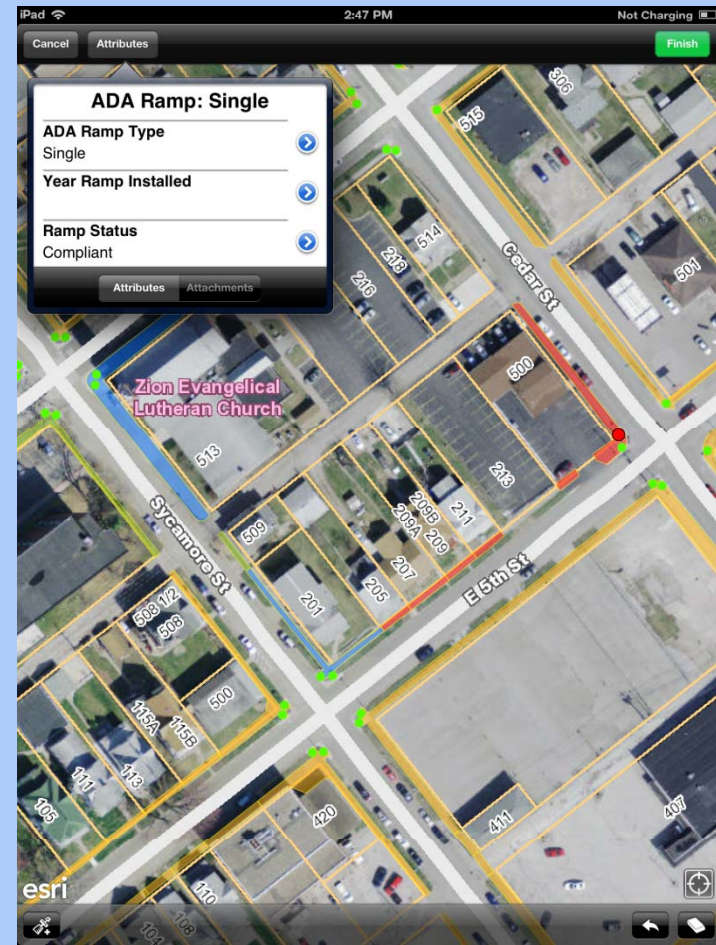
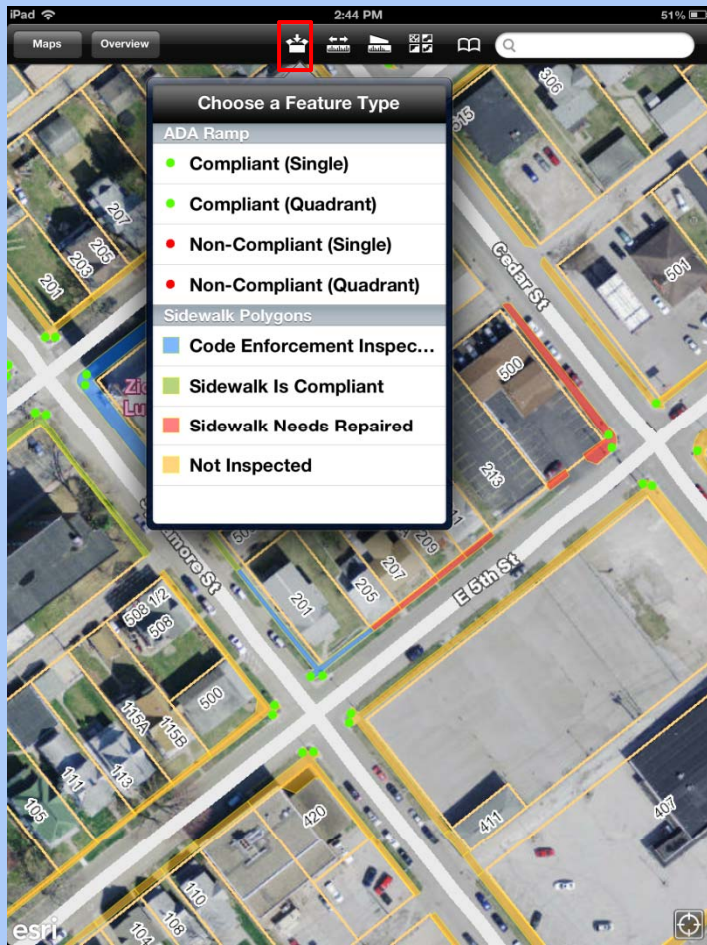
"I guarantee the sidewalk for 60 days after I have received your money on either side of the repaired area." - Chuck Jones

# WHY DID CITY ENGINEER START ON A SOLUTION FOR AUTOMATION OF THE PROCESS

- Budget constraints limits available funding for sidewalk/ADA ramp management.
- Realized opportunity to use technology to streamline operation at minimized cost.
- First phase of this project was establishing a prototype to initiate field collection of information and future management of infrastructure.



# ADA RAMP COLLECTION





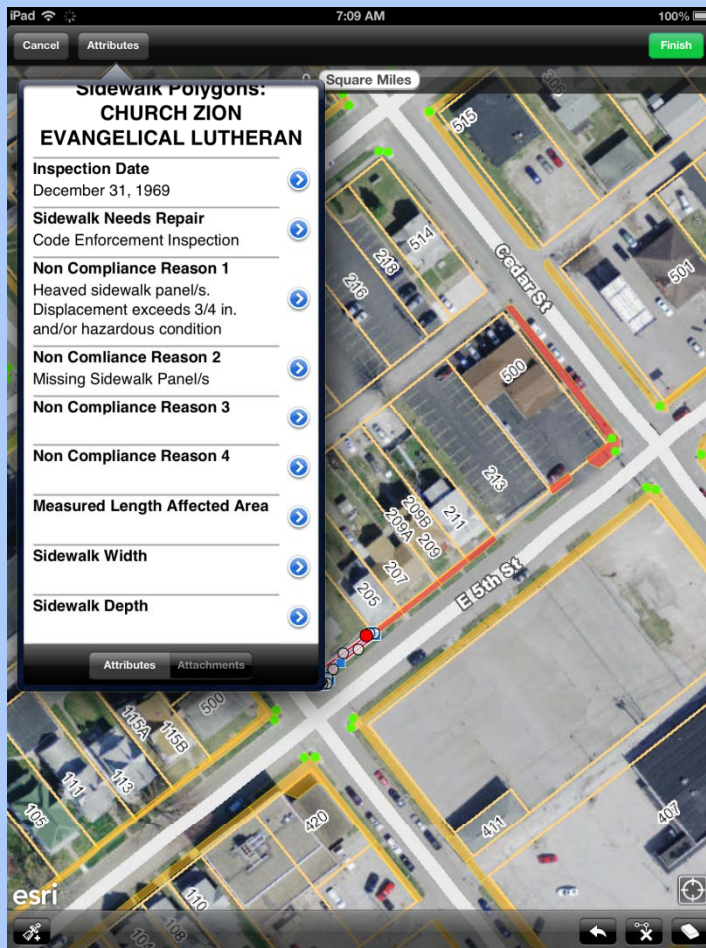
# IPAD BENEFITS

- Follows your location so anyone can collect information no matter if they know the local geography or not.
- Show where you have been and where you need to go dynamically in the field
- Allows mobile edits with information being sent dynamically back to the GIS server so others can view information near real time.
- Integrated camera allows attachment of photos without having to transfer information from an external camera.

# FUTURE USES OF ADA RAMP INVENTORY

- Quick cost estimation using
  - Type of Ramp Quadrant/Single
  - Count of Non - Compliant
  - Target areas of low compliant ramps that will not be installed due to large construction projects
- Gives the City of Muscatine a plan for compliance with State mandated sidewalk transition plan.
  - Study existing condition
  - Moving toward future compliance

# SIDEWALK INSPECTION PROGRAM



- 2 Sidewalk Inspection Applications
  - Initial Sidewalk Inspection Application
  - Authoritative Inspection Application
- Sidewalk Color Scheme
  - Orange – Not Inspected
  - Green – Compliant
  - Red – Deemed Non – Compliant by authoritative Inspector
  - Blue – Needs authoritative Inspection
  - Purple – 30 days past notice sent needs follow-up authoritative inspection
- Each sidewalk is tied to properties that are in the MAGIC parcel database.

# SIDEWALK NOTIFICATION LETTER TOOL

Notice Issue Date: 9/17/2013

**Certified Mail - Sidewalk Notice**

**To: CHURCH ZION EVANGELICAL LUTHERAN OF MUSCATINE**  
**From: City of Muscatine Community Development**  
**Subject: Property located at 518 CEDAR ST**

YOU ARE HEREBY NOTIFIED that a portion of the sidewalk adjacent to your property located at 518 CEDAR ST Muscatine, IA has been inspected and all/or portions have been found to be out of compliance with city code.

The sidewalk is considered as non-compliant due to the following:

Spalled/rough or uneven sidewalk panel/s  
Cracked sidewalk panel/s  
Heaved sidewalk panel/s. Displacement exceeds 3/4 In. and/or hazardous condition  
Water ponding on sidewalk to a depth exceeding 1/2 In.  
**Length of sidewalk needing replaced: 0 Feet**

Enclosed with this notice is a City Code section (Title 3, Chapter 7) which shows the criteria during inspection and how improvements need to be made. The attached Code of Iowa Section 364.12 authorizes the City of Muscatine to require sidewalk improvements.

**It is important that you give this matter your full attention.** The sidewalk improvement must be completed within one month of this notice and repairs must comply with the CITY CODE SPECIFICATIONS for sidewalks. Failure to make the sidewalk improvements will result in having the work completed by the Public Works Department and the cost will be assessed to the property owner.

If you have any questions regarding the contents of this notice please contact Ken Rogers

Sincerely,  
Ken Rodgers  
Code Enforcement Officer  
City of Muscatine Community Development  
Phone (563) 262-4141  
Fax (563) 262-4142

- Single Button Click creates letter and mailing address labels
- Sets notification date to 7 days past the date of the button click so there is time for mailing of letters.
- This notification date is used to know when a follow-up inspection is required.
- All of the location specific information is generated from the database and inserted into the letter.