



PARKS AND RECREATION COMMISSION AGENDA REPORT

MEETING DATE: MARCH 24, 2004

ITEM NUMBER: 8b

SUBJECT: CITY CONCRETE CREW

DATE: MARCH 10, 2004

FROM: WILLIAM J. MORRIS, DIRECTOR OF PUBLIC SERVICES

PRESENTATION BY: WILLIAM J. MORRIS, PUBLIC SERVICES DEPARTMENT

FOR FURTHER INFORMATION CONTACT: WILLIAM J. MORRIS - (714) 754-5343

RECOMMENDATION

Receive and file.

BACKGROUND

At the February 25, 2004 regular meeting, the Parks and Recreation Commission received an information item, as requested of staff, concerning the costs involved in creating a "concrete repair crew" utilizing full time City employees (Attachment 1). This report indicates a "start up" cost of approximately \$69,500, with ongoing annual operating costs of approximately \$298,500. This informational item was generated due to a concern that the existing City procedures do not provide for permanent concrete repairs in a timely manner.

At the February meeting, staff was requested by Chairman Harris to agendize this item for the March 2004 meeting, and to survey the surrounding cities as to how they address concrete repairs.

ANALYSIS

Staff has surveyed several of the surrounding cities in Orange County as to whether they have an "in house" concrete crew, and how they address the issue of repair of concrete improvements within the public right of way (Attachment 2). Responses were received from all nine (9) cities surveyed (Attachment 3), and the responses have been tabulated (Attachment 4).

As can be seen from the summary of responses, four of the surveyed cities maintain in-house concrete crews, and five do not. Of the five cities without in-house crews, two of those have an annual contract with an outside construction firm for on-call concrete repairs.

Staff has also compiled a summary of "trip and fall" claims that have been submitted to the City over the last several years (Attachment 5). These claims indicate a raised sidewalk as the reason for their fall. As a claim is received, staff immediately visits the site to determine if there is a problem, and if repairs are needed. In many cases, immediate "temporary" work is done to provide a safer area. If warranted, the location is then placed on a list for permanent repair with the next parkway maintenance contract.

To date, City staff has spent approximately four (4) hours in generating the information requested in the City concrete crew reports. In accordance with City Council Policy 300-6, entitled "City Council Relations with Employees", any additional information requested by the Commission on this item will require prior approval by the City Council.

ALTERNATIVES CONSIDERED

No alternatives have been considered for this report.

FISCAL REVIEW

As shown in Attachment 1, staff estimates that a total of approximately \$69,500 would be required to start up a City concrete crew program, with annual operating costs of approximately \$298,500. It is estimated that four (4) new full time positions would be necessary to maintain an adequate concrete repair team.

Attachment 1 also indicates the approximate amount of funds that have historically been budgeted annually for parkway maintenance (i.e. sidewalk, driveway, curb and gutter repair) citywide. This maintenance program requires the hiring of an outside contractor to perform the concrete work.

Attachment 5 indicates the number and amount of "trip and fall" claims that have been received by the City in the last five (5) fiscal years.

LEGAL REVIEW

All "trip and fall" claims are reviewed by the City's Risk Management Division, as well as by the City's Insurance Committee. Over the years, numerous alternatives have been discussed in an attempt to reduce the number of claims of this type. It has been determined that the present system of immediate repair of the damaged area is sufficient to protect the public and to reduce the potential for further injury at that specific location. However, these temporary repairs may not be aesthetically pleasing, and may not be permanently repaired for some time. Additionally, the present system of immediate temporary repair of reported areas does not address proactively preventing a new liability from occurring elsewhere.

CONCLUSION

As requested by the Commission, City staff has provided information on what would be involved in creation of a full time in-house concrete repair crew. Staff has also included information on the number of "trip and fall" claims that have been received in the last few years.

WILLIAM J. MORRIS
Director of Public Services

MARC R. PUCKETT
Director of Finance

Attachments: 1. [City Concrete Crew Informational Memo dated February 5, 2004](#)
 2. [Concrete Crew Survey Questions](#)
 3. [Responses to Survey Questions](#)
 4. [Tabulation of Survey Questions](#)
 5. [Summary of "Trip and Fall" Claims](#)

c: City Council Members

City Manager
Acting City Attorney
Administrative Services Director
City Engineer
Maintenance Services Manager
Risk Manager
Risk Management Analyst
Management Analyst, Public Services