

MEMORANDUM



TO: MOBILITY COMMITTEE
FROM: JEFFREY HERCZEG, DIRECTOR OF PUBLIC WORKS
SUBJECT: NEIGHBORHOOD SIDEWALK PROGRAM
DATE: NOVEMBER 21, 2024

At direction of the Mobility Committee, staff developed the **Neighborhood Sidewalk Replacement Program (NSP)** to address deflected/deteriorated sidewalk panels across the city. The attached draft criteria are ready for final review. Please note the following:

- **Program requires no ordinance changes**
 - Reactive maintenance of 2 inches or greater will still be addressed as needed
- **Determine level of minimum deflection ($\frac{3}{4}$ inch or 1 inch)**
 - Attached spreadsheet estimates spending differences based on deflection criteria
- **Program District Map is being developed by GIS team**
 - 10 "Districts" will determine location and schedule of work
- **Program is in proposed 2024/25 CIP budget**
 - Moved to 204 Municipal Street Fund (Road Millage capture) from 101 General and the 203 Local Roads
 - No impact or movement of other capital projects to accommodate the program
- **Requires no City Council action**
 - Will be part of the budget process and (CIP Committee, Planning Commission, City Council approval)
- **Additional Engineering Technician requested in budget**
 - Minimal impact to General Fund, position is funded by transfers from special revenue funds

Neighborhood Sidewalk Maintenance Program

Background

Novi is committed to being a safe community for all people. Approximately 165 miles of sidewalk exists in the public right-of-way along local roads within the City. According to Section 21-57 of the City Code of Ordinances, property owners are responsible for maintaining sidewalk adjacent to their property in a proper state of repair and free from hazardous conditions, however, property owners do not always maintain sidewalks properly. Per state law, the City provides reactive maintenance to sidewalk deflections of 2-inches or greater which are reported to the City, at no cost to the property owner. The development of a sidewalk maintenance program that systematically addresses sidewalk repairs throughout the City before they reach reactive maintenance will provide residents with safer and more uniform conditions for non-motorized travel.

Framework

The City will be divided into 10 districts, with the maintenance program addressing one district per year. Like the Neighborhood Roads Program, the Neighborhood Sidewalk Repair Program (NSRP) will be packaged for bids as a two-year program. The NSRP will only address maintenance of concrete sidewalks on local public roads, asphalt pathways and sidewalks on City major or minor and County roads are excluded from this policy. The NSRP will be fully funded by the City.

Inspections

Inspections will be conducted by an Engineering Technician housed in the Department of Public Works Engineering Division or by an authorized representative from one of the City's engineering consulting firms ('inspector'). Prior to each two-year bid cycle, the districts being addressed in the upcoming cycle will be inspected and all panel locations meeting the replacement criteria will be recorded. The inspector will also record locations of trees suspected of causing sidewalk damage. Panels and trees requiring removal will be marked prior to construction.

Replacement Criteria and Guidelines

Sidewalk shall be replaced based on the type and severity of conditions encountered during inspection of that district. Sidewalk slabs that meet one or more of the following criteria shall be replaced as part of the program:

- A vertical lift or deflection of $\frac{3}{4}$ or 1-inch or greater
- A surface area of 25% or more shows signs of crumbling, pitting, spalling or other deterioration.
- Tree root damage
- Excessive cracking, or cracks with $\frac{3}{4}$ or 1-inch horizontal separation or greater.
- Other hazardous conditions as determined by the inspector.

Not included in the criteria is:

- Ponding or drainage issues not related to sidewalk panel deficiencies

Street Tree Removal and Replacement

Street trees proposed for removal or root trimming by the inspector will be approved by the City Forester. Only trees approved for removal by both the inspector and City Forester will be removed by the contractor. Roots within the limits of sidewalk removal and replacement will be removed via a straight cut with a hand saw, chain saw, pruning shears, or similar, not with an excavator.

Hold Harmless Agreement

The City may encounter property owners who oppose the removal of trees located in the City's public right-of-way. In these cases, the property owner will be required to sign a Hold Harmless Agreement for the tree to remain and for the tree roots to be cut back instead. The Hold Harmless Agreement places responsibility for any damages or injuries that may arise from the cutting or removal of tree roots onto the property owner. The agreement also requires the property owner to maintain liability coverage through their insurance at their own expense.

Restoration

Any lawn or landscaping disturbed by the contractor's construction operations will be restored to satisfactory condition. Property owners will be advised ahead of construction to mark any underground utilities that would not be known to the City, such as irrigation systems. Irrigation systems which are damaged or moved will be repaired or adjusted as needed by the City's contractor. If other damages are reported, repairs will be made at the discretion of the inspector.

2024 NSRP (Spring 2025 Hartwell Change Order) Candidate Estimates

	Based on 1-inch Deflection				Based on 3/4-inch Deflection				
Subdivision/Street	Construction Costs	Consultant Costs	Construction Estimates (OTD)	SF / Sidewalk Mile	Construction Costs	Consultant Costs	Construction Estimates (OTD)	SF / Sidewalk Mile	Estimated Tree Removal
Anthony Dr.	\$ 19,902.85	\$ 3,200.00	\$ 23,102.85	3216.00	\$ 22,916.30	\$ 4,000.00	\$ 26,916.30	4211.00	8.00
Westridge Downs	\$ 58,975.40	\$ 8,000.00	\$ 66,975.40	2983.00	\$ 72,909.65	\$ 9,600.00	\$ 82,509.65	4236.00	27.00
Simmons Orchard	\$ 167,001.63	\$ 24,000.00	\$ 191,001.63	2089.00	\$ 218,324.70	\$ 32,000.00	\$ 250,324.70	3076.00	50.00
Cordoba Dr.	\$ 16,165.60	\$ 3,200.00	\$ 19,365.60	2033.00	\$ 18,470.65	\$ 4,000.00	\$ 22,470.65	2718.00	6.00
Woods of Novi	\$ 63,761.50	\$ 8,000.00	\$ 71,761.50	1959.00	\$ 85,332.50	\$ 12,000.00	\$ 97,332.50	3220.00	32.00
Briarwood of Novi	\$ 71,683.98	\$ 12,000.00	\$ 83,683.98	1845.00	\$ 104,410.35	\$ 20,000.00	\$ 124,410.35	3030.00	21.00
Glenmoor St.	\$ 22,559.90	\$ 3,200.00	\$ 25,759.90	1831.00	\$ 26,857.60	\$ 4,000.00	\$ 30,857.60	2659.00	8.00
Westmont Village	\$ 55,834.90	\$ 8,000.00	\$ 63,834.90	1776.00	\$ 71,921.30	\$ 12,000.00	\$ 83,921.30	2453.00	7.00
Chatsford St.	\$ 15,853.20	\$ 2,400.00	\$ 18,253.20	1709.00	\$ 18,555.90	\$ 4,000.00	\$ 22,555.90	2679.00	7.00
Wintergreen Sub.	\$ 40,810.00	\$ 3,200.00	\$ 44,010.00	1545.00	\$ 53,873.50	\$ 9,600.00	\$ 63,473.50	1550.00	8.00
Mockingbird Sub.	\$ 41,553.05	\$ 8,000.00	\$ 49,553.05	1497.00	\$ 54,873.50	\$ 9,600.00	\$ 64,473.50	2401.00	11.00
Roma Ridge	\$ 62,367.80	\$ 12,000.00	\$ 74,367.80	1346.00	\$ 88,951.23	\$ 16,000.00	\$ 104,951.23	2111.00	11.00
Addington Sub.	\$ 71,253.05	\$ 8,000.00	\$ 79,253.05	1275.00	\$ 113,582.70	\$ 16,000.00	\$ 129,582.70	2264.00	15.00
Shoreline Dr.	\$ 24,737.90	\$ 4,000.00	\$ 28,737.90	1127.00	\$ 31,025.06	\$ 6,400.00	\$ 37,425.06	1524.00	5.00
Windridge Place Sub.	\$ 21,489.05	\$ 2,400.00	\$ 23,889.05	710.00	\$ 31,513.90	\$ 4,000.00	\$ 35,513.90	1550.00	1.00
TOTALS	\$ 753,949.81	\$ 109,600.00	\$ 863,549.81	26941.00	\$ 1,013,518.84	\$ 163,200.00	\$ 1,176,718.84	39682.00	217.00

	2024 Available Balance	Rollover from Base	1796.07 Average	2645.47 Average
204-446.00-975.023	\$ 13,071.02	\$ 210,000.00		
101-441.20-975.023	\$ -	\$ -		
TOTALS	\$ 13,071.02	\$ 210,000.00	\$ 223,071.02	