

# **City Council Agenda Item Memo**

**From:** John R. Thompson, Public Works Director

**Council Meeting:** April 15, 2025

**Subject:** Resolution 25-032: Determining the Necessity of Repairing or Installing Sidewalks in the City of Brookings at the Expense of Abutting Property Owners; 2024-01 SWR Concrete Maintenance Project

**Person(s) Responsible:** John R. Thompson, Public Works Director

## **Summary and Recommended Action:**

Staff recommends approval of the proposed resolution, which will initiate the annual assessment process in regards to sidewalk repairs within the City of Brookings. This project includes construction of miscellaneous concrete work, including homeowner trip hazards, which were not repaired in the 2024 sidewalk assessment area and property owners who have voluntarily elected to have the City include their property in this project.

## **Item Details:**

On August 28, 2024 the City mailed, by certified mail, notices to all affected property owners. The notice provided a map of the damaged sidewalk area(s) abutting their property, along with an estimated cost per square foot to repair the damage. The notice also provided the property owner with the option of effecting the sidewalk repairs themselves or voluntarily electing to have the City include their sidewalk repairs in the City's Concrete Maintenance Project.

On April 3, 2025 the City mailed, by certified mail, a second notice to all affected property owners, advising them of this public hearing date, along with a copy of the proposed resolution and estimated cost to have the City include their sidewalk repair in the City's Concrete Maintenance Project. The April 4<sup>th</sup> notice also requested any property owner who elects to perform the work themselves, must contact the Engineering Division prior to April 15<sup>th</sup>, in order to remove their property from the upcoming Concrete Maintenance Project.

The City has allocated sufficient funds to address boulevard tree damaged sidewalks. In addition, the City has allocated up to \$5,000 to assist low-income residents. Low-income residents will be referred to Inter-lakes Community Action Partnership (ICAP) where ICAP will assess individuals for potential supplemental payment or waiver of City fees/charges for sidewalk repairs.

If the proposed Resolution is approved, staff will bid the Concrete Maintenance Project in May, with the work to be completed by the end of the 3<sup>rd</sup> quarter of 2025. A listing of affected properties is included with this agenda item.

**Legal Consideration:**

City Attorney Steve Britzman has reviewed the proposed resolution.

**Strategic Plan Consideration:**

Safe, Inclusive, Connected Community – The City of Brookings will create an environment for inclusive programs, gathering places, and events where the community can safely live, work and come together to participate in opportunities for learning, recreation and enjoyment.

**Financial Consideration:**

Sufficient appropriations of exist in the amended 2025 fiscal year budget, fund 213 Capital Improvements – Streets and Sidewalks. Property owners abutting trip hazards will be assessed the actual repair costs plus a 6% engineering administrative fee.

Assessments will follow:

- A five-year repayment term at 4.27% interest via property taxes.
- One-time payment for assessments under \$300.

Estimated costs:

- \$35.00 per square foot for concrete replacement (including removal, disposal, minor dirt work, and repouring).
- \$240 per curb stop adjustment, if needed.

**Supporting Documentation:**

Resolution

Legal Notice

Affected Properties List

Location Map