



THE CITY OF LAKE FOREST
Office of the City Manager

Revised May 2023

SIDEWALK AND BIKE-PATH INSPECTION AND REPAIR PROGRAM

1.0 Purpose:

The City is responsible for the reasonably safe condition of its sidewalks, parkways, bike-paths, and other public walkways. In order to reduce or prevent injuries to pedestrians, bicyclists and other intended and permitted users and the resulting claims and losses, this inspection and repair procedure is established. The City is mindful of its duties and responsibilities under the Illinois Local Government and Governmental Employees Tort Immunity Act, and including, but not limited to, 745 ILCS 10/3-102.

2.0 Scope:

Through the efforts of the Engineering Section and the Streets Section, the City will strive for the prompt maintenance and repair, if needed, of those sidewalks, walkways and bike-paths that are under its control.

There are three basic means from which the City will attempt to learn of hazardous situations:

1. Citizen notification of a hazardous situation;
2. Employees' observation of a hazardous situation while performing other duties;
3. As a result of the systematic citywide inspection conducted at least once within every three-year period.

The City, noting budget and manpower restrictions, will ensure that all citizen and employee reports are followed up on and projected into the repair/replacement program.

3.0 Policy:

Citizen notification of hazardous situations may be made to ANY department. Employees receiving citizen complaints shall use the "SIDEWALK/CURB REPLACEMENT REQUEST FORM" (Attachment C) or "BIKE-PATH REPLACEMENT REQUEST FORM" (Attachment D) to gather information about the walkway or path and the Citizen's notification. The completed form will be forwarded to the Engineering Section or Streets Section (bike-paths) for follow-up. The Engineering Section may perform bike-path inspection on behalf of the Streets Section.

The Streets Section shall be responsible for temporary sidewalk repairs before permanent replacement or repair under contract through the Engineering Section.

Employees observing unsafe conditions on the sidewalk or other public rights of way shall complete the Service Request form and forward it to the Engineering Section for follow-up.

The Superintendent of Engineering, and the Streets Section designee respectively shall develop a program of systematic inspection (Attachment E) that ensures all high-volume municipal walkways are inspected every year, low volume municipal walkways are inspected every three



years, and bike-paths are inspected at least once every five years; budget, personnel, and weather conditions permitting and in the exercise of the Superintendent of Engineering's or the Streets Section designee's discretion, given the competing interests of other Public Works projects underway or planned. Establishing the City's sidewalk inspection cycle and which areas are considered high and low volume are outlined below as potential areas of inspection:

- Primary (high volume) – Consider annual inspection of the sidewalks around schools, nursing homes, and in the area of primary business/merchant districts that are considered high volume pedestrian areas.
- Secondary (low volume) – Consider a minimum tri-annual inspection of all walkways on municipal easements or other property owned by the City.

3.1 Sidewalk Evaluation Procedure

After receiving notification of a potential defect that may require repair, or as a result of the systematic inspection, the sidewalk inventory project manager will establish a list of sidewalks which have been determined to be in need of repair pursuant to the criterion attached and develop a sidewalk repair or replacement schedule.

Since most of this work is completed by outside contractors beginning in late summer, it is imperative that inspections be performed in late summer/fall of the prior year and that the replacement list be fully developed so that cost projections can be included in the annual budget.

The basic criterion for selecting sidewalk sections for removal and replacement is the identification of potential tripping hazards. At the time of complaint or inspection, sidewalk conditions identified as Yellow or Red (see rating categories on Attachment A) will require the installation of notification and safety measures until a permanent repair can be made. This may include taping, spraying, and/or use of a traffic barricade or safety barrier to warn public users of potential danger. Assuming there are sufficient resources, the City, by and through the sidewalk inventory project manager, may elect to effectuate temporary repairs to an identified sidewalk condition until permanent repairs can be made. Sidewalk conditions rated as Green (see rating categories on Attachment A) do not require intervention.

On the "SIDEWALK/CURB REPLACEMENT REQUEST FORM" (Attachment C), the date, address, request for repair or replacement, requested by, phone number of the requestor, inspection date, and inspector's initials are to be entered. Utilizing the criteria on the attached "Sidewalk Evaluation Rating Categories", enter the "condition rating". Under "inspection results," note if a temporary patch is needed and the principal defects that resulted in the assigned rating. For inspections resulting from citizen notification or employee observation, documentation should also include photographs of the condition prior to any temporary or permanent repairs are made. An attempt should be made to include a ruler or some other measurement device to depict the measurement of any height deviation or defect in such photographs.

After each inspection, submit the completed replacement request forms to the individual designated as the sidewalk inventory project manager. Any questions concerning this procedure should be directed to the sidewalk inventory project manager.



3.2 Bike-Path Evaluation Procedure

The basic criterion for selecting bike-path sections for removal and replacement is the identification of potential tripping hazards. At the time of complaint or inspection, bike-path conditions identified as Yellow or Red (see rating categories on Attachment B) will require the installation of notification and safety measures until a permanent repair can be made. This may include taping, spraying, and/or use of a traffic barricade or safety barrier to warn public users of potential danger. Assuming there are sufficient resources, the City of Lake Forest by and through the Streets Section designee, may elect to effectuate temporary repairs to an identified bike-path condition until permanent repairs can be made. Bike-path conditions rated as Green do not require intervention. Any grading problems should be noted in the “inspection results” or “recommended action” column. Lastly, the evaluation shall include observations of other hazards on or immediately adjacent to the bike-path that require immediate or future repairs such as buffalo boxes, overhead tree limbs or wires, and adjacent overgrown bushes.

On the “BIKE-PATH REPLACEMENT REQUEST FORM” (Attachment D), the date, address, request for repair or replacement, requested by, phone number of the requestor, inspection date, and inspector’s initials are to be entered. Indicate the bike-path route being surveyed, the length, width, and description of the starting and ending point (Station 0-00 should be used to designate the beginning for each bike-path segment). Utilizing the criteria on the attached “Bike-path Evaluation Rating Categories”, enter the “condition rating”. Under “inspection results,” note if a temporary patch is needed and the principal defects that resulted in the assigned rating. For inspections resulting from citizen notification or employee observation, documentation should also include photographs of the condition prior to any temporary or permanent repairs are made. An attempt should be made to include a ruler or some other measurement device to depict the measurement of any height deviation or defect in such photographs.

After each inspection, submit the completed bike-path replacement request forms to the individual designated within the Streets Section, to receive such completed forms.

4.0 Distribution:

All Administrative Directive holders.

Jason Wicha
Jason Wicha
City Manager

Created 5/96

Rev. 5/00, 5/05, 7/08, 5/13, 5/18, 5/23



Attachment A

SIDEWALK EVALUATION RATING CATEGORIES

Condition Green

less than 1" vertical displacement

Condition Yellow

1" or greater but less than 2" vertical displacement

Condition Red

2" or greater vertical displacement



Attachment B

BIKE-PATH EVALUATION RATING CATEGORIES

Condition Green

less than 1" vertical displacement

Condition Yellow

1" or greater but less than 2" vertical displacement

Condition Red

2" or greater vertical displacement



Attachment C

SIDEWALK/CURB REPLACEMENT REQUEST FORM

Date:	Inspection Date:
Address:	Inspected by:
Requested Repair/Replacement:	Condition Rating:
Requested By:	Inspection Results:
Phone Number:	

Date Received by Public Works:	Supervisor:
Assignment Date:	Personnel:
Date Completed:	Work Performed:
Date Returned to Engineering:	

Date replaced with Annual Sidewalk Replacement Program:
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Attachment D

BIKE-PATH REPLACEMENT REQUEST FORM

Date:	Inspection Date:
Address:	Inspected by:
Requested Repair/Replacement:	Condition Rating:
Requested By:	Inspection Results:
Phone Number:	

Date Received by Public Works:	Supervisor:
Assignment Date:	Personnel:
Date Completed:	Work Performed:
Date Returned to Streets Section (or Engineering Section):	

Date replaced with Bike-path Replacement Program:
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Attachment E

INSPECTION DATABASE

Location	Condition	Recommended Action	Inspected by	Date Inspected	Approved by	Date Approved	Action Taken	Date Action Taken

Condition RED: Displacement of 2" or greater. Condition Yellow: Displacement of 1" or greater but less than 2". Condition GREEN: Displacement of less than 1".

THE CITY OF LAKE FOREST

ADMINISTRATIVE DIRECTIVE 1-4_May2023

Final Audit Report

2023-05-11

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