STAFF REPORT

TO: Mayor and City Council

FROM: Denise Andrews, Operations Superintendent
       David O. Eshoo, Associate Engineer

VIA: Elisa Sarlatte, Engineering Manager

SUBJECT: Steps Lanes and Paths Maintenance and Volunteer Update

DATE: June 4, 2018

Approved for Forwarding:

James C. McCann, City Manager

Issue:
To provide an update of efforts to maintain and improve Steps Lanes and Paths.

Recommendation:
Receive information, discuss and provide input.

Background:
Steps, Lanes, and Paths (SLPs) are an important part of the community’s identity and provide pedestrian connectivity in areas that are not easily served by sidewalks. Challenges such as limited right-of-way, steep grades, and narrow roads make it difficult to connect residential neighborhoods. The SLPs also play an essential role in emergency evacuation.

There are over seven miles of Steps, Lanes, and Paths that provide alternate non-vehicular travel routes for the neighborhoods of Miller/Molino, Cascade Canyon, Blithedale Canyon, Warner Canyon/Kite Hill, and Scott Valley.

The City Council has placed great emphasis on maintaining and improving our cherished SLP network. Staff from many departments teamed with neighborhood groups, volunteers and contractors are involved regularly to achieve this goal.

This report will provide a summary and update of efforts to improve our SLP system.
City Council Staff Report
SLP Maintenance and Volunteer Update
June 4, 2018

Discussion:

The following are updates to SLP projects:

1. The twice a year SLP inspection and vegetation management will begin this June by contractors and will be funded by the Municipal Sales Tax (MST).

2. The Bicycle Pedestrian Transportation Plan (BPTP) was recently adopted by Council in November 2017. The SLP Appendix which lists SLP repair and construction priorities was adopted in April 2018 and inserted into the BPTP to complete the document.

3. The Department of Public Works (DPW) advertised a Request for Qualifications for SLP design services and Council approved the selection of Questa Engineering Corp. as the on-call design firm at their April 2, 2018 meeting.

4. Survey postcards have been sent out to neighbors living within 300’ of SLPs 5, 69, 160, 169 and 221 to determine their support and to identify any concerns or opposition to the development of their neighborhood SLP. After considering results, DPW will determine which SLP(s) will be developed and authorize Questa Engineering Corp. to begin design.

Projects:

The following is a list of sample projects directed by DPW Operations staff this year:

1. SLP #110, Lockwood Lane: Staff improved a stormwater culvert and repaired erosion caused by stormwater flows that impacted this SLP. Our team created a stone-lined shallow ditch to direct stormwater flow into a new drain running under the path. Operations also raised a sewer manhole that was buried by debris along the trail and installed a stone ‘water bar’ drainage facility to direct stormwater runoff away from the trail. We photo documented the step-by-step installation as a sample for volunteers to follow in future repair projects.
2. **SLP #318**: A series of 14 deteriorated wooden steps and handrail from the Multi-Use Path (MUP) to Azalea Avenue were rebuilt through a cooperative effort of Operations staff and a contractor to coincide with the installation of an asphalt connecting path linking the MUP to Lomita Avenue through the recently completed Sewerage Agency of Southern Marin (SASM) sewer lift station.

3. **SLP #61**: The upper steep section of path had deteriorating steps and did not have handrails. We contracted for installation of new concrete steps and staff is installing new handrails. Asphalt berms were placed to move stormwater away from eroding hillsides adjacent to the SLP. Staff worked in conjunction with a local resident Boy Scout performing his Eagle Scout project to rebuild wooden steps leading from the new concrete steps down the path to where it flattens out into an existing trail.
4. **SLP #248**: This SLP was washed out by winter storms in 2017 and was closed. A complete rebuild of the steps and path, included much needed drainage facilities. One hundred fifty-five linear feet of new 15-inch diameter stormwater pipe was installed under the new steps with three new catchbasins to carry flow from the upper roadway to the lower roadway.

Operations staff made minor repairs to the following SLPs:

1. SLP #1
2. SLP #7
3. SLP #13
4. SLP #18
5. SLP #23
6. SLP #47
7. SLP #76
8. SLP #254
9. SLP #282
The following major SLPs are slated for repair by DPW Operations in the next 6 months:

1. **SLP #184**: Operations is working with Engineering to respond to property owners requesting installation of a handrail. Repairs need to be made to an eroded section of the steps which will require a better stormwater runoff strategy. Staff is currently receiving bids; estimated completion timeframe is June/July 2018.

2. **SLP #63**: Repair of deteriorated asphalt steps and the addition of handrails. Estimated completion timeframe is July/August 2018.

3. **SLP #74**: Catalpa Lane: A large tree adjacent to the path fell in winter 2017. Staff made the path safe to travel but a longer-term repair needs to be made, including a drainage facility. Estimated timeframe for repair is July/August 2018.

The following is a list of sample projects led by volunteers this year:

**SLP 254: January 13 and 20, 2018**
SLP 254 is a set of stairs leading from Circle Drive to Buena Vista above Boyle Park. The stairs needed fill and vegetation maintenance. Friends of SLPs (a newly formed group of local volunteers) worked on this flight over a 2-day period.

SLP 110: February 10, 2018

SLP 110, Lockwood Lane, is a highly trafficked path between Helen’s Lane and Florence/Molino and was in need of drainage and general clean-up. DPW worked to correct the drainage issues by rerouting the water flow away from the SLP while the Friends of SLPs cleaned it up and spread wood chips across the path to make it easier to walk.

Dipsea Steps: February 11, 2018
The Cub Scouts of Pack One took on the task of sweeping and pruning SLPs 26, 27 and 28 a.k.a the 3 flights of the Dipsea steps. The boys divided into three groups and raked and swept, cleaning out all of the name plates. In addition, the boys and their parents clipped and removed several bags of debris from the lower 2 flights.

This SLP was an Eagle project for Will Todebush from Troop 1. Will completed this flight over a weekend to earn the rank of Eagle Scout.
The Friends of SLPs did a great job on SLP 316 for their March project. This SLP is used by the students of Edna Maguire Elementary School and connects with the Multi-Use Path. SLP 316 was another victim of poor drainage and the gravel within each stair was eroded making the stairs hazardous. Using road gravel, the Friends filled in and tamped down each step.

The following is a list of future SLP projects slated for repair by volunteer groups:

SLP 14: Mirabel to SLP 14 – This SLP needs gravel to fill in the steps and clean-up of brush that is currently across the staircase.

SLP 53: Corte Madera Avenue to Magee Avenue – Needs gravel on the top half of the staircase.

SLP 63: Paloma Lane – This SLP has been adopted by the neighbors along Paloma Lane. It needs drainage improvements and water bars as well as gravel to fill in the stairway.

SLP 60 to SLP 64: This SLP needs vegetation removed and gravel fill in the steps.

SLP 247: Elinor to Hillside – This SLP needs vegetation cleared and a step repaired.
SLP 110: Lockwood Lane - Water bars need to be completed and trees planted.

Coordination and Enforcement:

An internal staff SLP committee was created in early 2017. The committee meets bi-monthly to discuss efforts to maintain and improve our SLPs, to coordinate efforts, and to problem-solve SLP issues. The committee includes representatives from the City Manager’s Office, Public Works, Planning, Fire, and Recreation Departments. The committee’s evaluations concentrate on emergency evacuation access, SLPs along safe routes to schools, pedestrian access to recreation areas, pedestrian usage/demand and maintenance of existing structures.

As Volunteer Coordinator, Ronnie Moore works with staff to organize and facilitate volunteer efforts throughout the City. Working with groups such as the Friends of SLPs, the Rotary Club, Boy Scouts, other local nonprofits and community groups, Ronnie coordinates monthly workdays to care for many of the City's public recreation areas including the hundreds of Steps, Lanes and Paths. In addition, recent volunteer efforts have worked to eradicate invasive plants along our creeks and public parks saving the City thousands of dollars in maintenance.

Ann Ivan, the City’s Code Enforcement Officer has been working with residents to resolve a variety of compliance issues near SLPs.

Some recent Code Enforcement efforts this year include:

Private encroachments on SLP 119 were abated in the Fall of 2017. Further property boundary research is needed to determine whether remaining private improvements are encroaching on the SLP.

SLP 238 is a developed, signed and numbered SLP that leads directly to a dead end at undeveloped SLP #237. SLP 237 is not passable and users of SLP 238 pass through a private property via a simple foot path. Research confirmed property lines and staff continues to work on a resolution.

SLP 336 Myrtle Avenue/Fire Road has been the source of several recent complaints. An adjacent property owner has used equipment over several years to maintain vegetation, remove dead brush and Acacia and maintain the roadway. Concrete blocks had been placed to prevent parking and ensure fire access and signs dictating against “commercial dog walking” had been installed. City staff ensured the concrete blocks were removed and will enforce the no parking.
City Staff is in the process of determining property lines, easements and maintenance requirements related to SLP 336. Staff will work with the neighbors to create an understanding of the community use and allowable maintenance of this SLP.

Cypress plantings encroaching along SLP 67 have been defended by the adjacent homeowner as having been approved in 2009. Further discussion is underway in an effort to reduce fire safety issues.

"Private Walkway" signs at the creekwalk at 55 Miller were successfully changed out for a more friendly and accurate signage.

SLP 260 at 151 Marlin was reopened after communication the property owner who now agrees to allow pedestrians to cross his driveway.

SLP 60 at 1 Winwood Place is currently under research to determine property boundaries and easement rights. Currently, SLP users cross a private bridge on private property to access the SLP. Neighbor parking disputes have caused the bridge owner to ask the City to construct a separate access bridge within the SLP boundaries. Staff is researching to determine property lines and easements for the SLP or pursue an access easement.

Fiscal Impact:
Fiscal Year 2018/2019 maintenance budget is $50,000.

Attachments:
1. List of SLP Adopters
2. Project Location Map of Steps, Lanes and Paths
<table>
<thead>
<tr>
<th>SLP #</th>
<th>&quot;Name&quot;</th>
<th>Location</th>
<th>Group, Family or Person Adopting</th>
</tr>
</thead>
<tbody>
<tr>
<td>246/247</td>
<td>Hillside to Elinor</td>
<td>Alvarado to Elm</td>
<td>Eric Woodhouse</td>
</tr>
<tr>
<td>264</td>
<td>Eugene Way</td>
<td>Lovell to Throckmorton</td>
<td>Christie &amp; Jason Michaels Family</td>
</tr>
<tr>
<td>46</td>
<td>Oak Street Steps</td>
<td>Tamalpais to Cornelia</td>
<td>Jarion Monroe &amp; Anni Long</td>
</tr>
<tr>
<td>47</td>
<td>Oak Street Steps</td>
<td>Cornelia to Oak</td>
<td>Theresa Raabe &amp; Michael</td>
</tr>
<tr>
<td>106</td>
<td>Seymour Steps</td>
<td>Molino to Ethel</td>
<td>Mark &amp; Suzanne Darley Family</td>
</tr>
<tr>
<td>131</td>
<td>Three Wells</td>
<td>Cascade to Cascade</td>
<td>Deb Connor</td>
</tr>
<tr>
<td>302</td>
<td>Cypress Trail</td>
<td>Cypress to Tenderfoot Tr.</td>
<td>Kirk Knauer</td>
</tr>
<tr>
<td>3</td>
<td>Una Steps</td>
<td>Ethel to Una Way</td>
<td>Richard Marshall</td>
</tr>
<tr>
<td>254</td>
<td>Buena Vista to Circle above Boyle Park</td>
<td>Elinor to Elinor above the Clubhouse</td>
<td>Linda Lathan</td>
</tr>
<tr>
<td>248</td>
<td>Elinor to Elinor above the Clubhouse</td>
<td>Susan Crimely</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Molino to Ethel</td>
<td></td>
<td>Adrienne Lawrance</td>
</tr>
<tr>
<td>61</td>
<td>Shady Lane Steps</td>
<td>Blithedale to Eldridge ([&amp; Eldridge to ?])</td>
<td>Richard and Patsy Henry</td>
</tr>
<tr>
<td>73</td>
<td>Diane Steps</td>
<td>Between Circle and Buena Vista</td>
<td>Rhona Gordon and John Maxwell</td>
</tr>
<tr>
<td>63</td>
<td>La Paloma Lane</td>
<td>W. Blithedale to Eldridge</td>
<td>Beau Weisman</td>
</tr>
<tr>
<td>75</td>
<td>Elm to Catalpa behind Park School</td>
<td></td>
<td>Mark Jergesen</td>
</tr>
<tr>
<td>305</td>
<td>Zig Zag Trail</td>
<td>Gravity Trail to Lovell</td>
<td>Zev Kaufman</td>
</tr>
<tr>
<td>67</td>
<td>Hillside to Oakdale</td>
<td></td>
<td>Michelle Terrell &amp; Family</td>
</tr>
</tbody>
</table>