



**City of Manhattan Beach**  
**Department of Public Works**  
**Maintenance Division**

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3621 Bell Avenue, Manhattan Beach, CA 90266

Phone: (310) 802-5311 Fax: (310) 802-5301 TDD: (310) 546-3501

**(Insert date here)**

**(Insert property owner info here)**

Re: Upcoming Street and Sidewalk Inspections

Dear Property Owner,

We are currently scheduling an inspection of the streets and sidewalks in your area in Manhattan Beach. As we perform the inspections, you may notice areas marked in white paint preliminarily identifying areas that require repair. The purpose of these markings is to identify standing water problems, displacements, holes, trip hazards, and misalignments prior to the City's upcoming concrete replacement and slurry seal projects. The City's goal is to provide a programmed approach to street maintenance in which street repairs, slurry sealing, sidewalk, and traffic markings are scheduled to coordinate and enhance the City's overall maintenance activities. Benefits include safe and conforming sidewalks, traffic markings and competitive pricing through economies of scale. The construction is expected to begin in late Spring 2015 at the earliest and affected residents will receive additional correspondence regarding scheduling and unit cost information prior to the start of any construction.

Property owners are reminded, per Chapter 7.12.010 -7.12.030 of the Municipal Code, that it is their responsibility to maintain safe and conforming sidewalks. Residents may elect to use the services of a privately retained contractor to make sidewalk and driveway repairs or perform the work themselves. If you wish to avail yourself of either of these options, a Public Works Excavation Permit allowing work on the public rights of way must be obtained prior to the commencement of any work. The cost of the permit is determined on a square foot basis in addition to any costs you or your private contractor incurs to make the sidewalk repairs.

Please contact me at (310) 802-5308 or via email at [rdozal@citymb.info](mailto:rdozal@citymb.info) should you have any questions regarding this project or concrete repairs in general.

Respectfully,



Rick Dozal, Maintenance Supervisor



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5/5/2015

«OWNER\_NAME»  
«MAILADDR»  
«MAILCSTZ4»

Re: «HOUSE\_» «JOBSITE\_ST\_NAME\_ADDR»


In late January, 2015 the City of Manhattan Beach mailed an informational letter regarding upcoming sidewalk and/or driveway repairs in your area. As mentioned in the initial letter, the City's Municipal Code assigns the responsibility for repairing sidewalks to adjacent property owners (Chapter 7.12.010 -7.12.030) and as such is reminding you of your need to address sidewalk and driveway issues in the public right of way. The purpose of this project is to identify potential hazards, sidewalk liability issues, driveway and curb displacements prior to the upcoming slurry seal project.

The City's goal is to provide a programmed approach to street maintenance in which street repairs, slurry sealing, sidewalk and traffic markings are scheduled to coordinate and enhance the City's overall maintenance activities. Upon inspection, it was noted that **«SWSQFT4»** square feet of sidewalk and **«DWSQFT6»** square feet of driveway require attention.

The City has completed the bidding process and contract award to PK Construction Inc. is pending City Council approval at the May 19, 2015 regular City Council Meeting. The competitively bid repair costs are \$6.80 per square foot for 4" sidewalk repair and \$8.50 per square foot for 6" driveway. The total cost for the concrete repairs to your property is **\$«TOTAL\_COST»**. The administration, coordination, and quality control inspection is provided by the City at no cost to the property owner. Following the satisfactory completion of the repair work, an invoice will be forthcoming in the mail.

A map and construction schedule will also be available online at <http://tinyurl.com/section-3-repairs>. The contractor will hand distribute flyers two days in advance of any actual work in your area. The work is currently scheduled to begin after Memorial Day. Weekly schedule updates will also be available via email. If there are any questions or feel you have received this notification in error, please feel free to contact me M-F 8:00am to 4:30pm at (310) 802-5308.

Respectfully,

  
Rick Doza,  
Maintenance Supervisor