



<b>City of Aurora Administrative Policy</b>		<b>Council Approval Date:</b>
<b>Responsible Dept:</b>	Community Development	
<b>Policy Title:</b>	Sidewalk Repair and Construction Cost Share Program	Policy No. AP-2023-01

**Overview:**

The City of Aurora Sidewalk Repair and Construction Cost Share Program (Sidewalk Program) is a program that is available to citizens of the City of Aurora that provides financial assistance from the City of Aurora in the repair, replacement and construction of sidewalk throughout the community. This assistance is determined by the Aurora City Council and is based on the financial condition of the City, the availability of funds and annual budgetary approval by the Aurora City Council.

**Procedures:**

Citizens that are interested in the Sidewalk Program may apply through the Community Development Office located in the Aurora City Hall, 2 W. Pleasant, Aurora, Mo 65605. Interested citizens may also contact the Community Development Office at 417-678-5121 Ext. 310 for more information.

The Sidewalk Program is a City-Property Owner cost share program that shares the cost of the repair, replacement or construction of sidewalk and is available to property owners within the city of Aurora. The amount of the cost share available to property owners is determined by the Aurora City Council and is subject to the financial condition of the City, the availability of funds and annual budgetary approval by the Aurora City Council.

**Cost Share Amounts**

The initial program cost share is set at 50% of applicable material and labor costs. The City Council reserves the right to revise this amount at any time by resolution or through Council action.

**Construction Labor/Services**

The City will procure the services of a qualified vendor(s) to provide the labor required for the construction of sidewalk through a Request for Proposal/Qualifications process in

order to get the lowest possible price for the service. The selected vendor(s) will be the only approved vendor for the Sidewalk Program that is authorized for use by the City.

### **Requirements and Specification of Sidewalks**

The repair, replacement, or construction of any sidewalk through the Sidewalk Program will comply with all applicable Municipal Codes of the City of Aurora, State or Federal laws. Specifically, all sidewalks repaired, replaced, or constructed will be required to comply with applicable specifications as established in Chapter 535 of the Municipal Codes of the City of Aurora, as well as the Americans with Disabilities Act (ADA).

### **Included Costs**

The following costs are to be included in the Sidewalk Program and will be shared between the City and the Property Owner:

1. Removal of existing sidewalk if applicable
2. Construction and Labor Costs as negotiated by the City of Aurora with the Approved Vendor to include:
  - a. Site prep
  - b. Formwork
  - c. Concrete placement
  - d. Concrete Finishing and Curing
3. Material Costs to Include:
  - a. Necessary concrete
  - b. Base materials as required by City code
  - c. Rebar or construction mesh for reinforcement
4. In instances where the sidewalk crosses a driveway, the City will only share the cost of repairing or replacing the sidewalk area contained within the driveway. The driveway shall wholly remain the responsibility of the property owner, including any inadvertent damage done in conjunction with repairing or replacing the sidewalk area.

### **Excluded Costs**

The following costs are not included in the Sidewalk Program and will be the responsibility of the property owner:

1. Removal of trees as required and location site remediation as a result of the removed tree

Note: If the tree that is to be removed is located between the curb/gutter and the sidewalk, then the City will split the cost of the tree removal with the property owner.

2. Repair or Relocation of utility service connections or lines (i.e. property owner-side water lines, sewer lines, etc.) that are the responsibility of the property owner.

### **Miscellaneous**

1. The City will be responsible for any costs associated with any repair or replacement of street curb and gutters that are along the frontage of any property that is damaged or is an impairment to drainage of stormwater.
2. In order to ensure ADA Standards are met, and to limit the costs to the Property Owner, the City will be responsible for the material and labor costs that are associated with the repair or replacement of sidewalks at corners of intersections. The Property Owner will remain responsible in accordance with the policies above for all other frontage areas of their property.

### **Process**

1. Property Owner will complete an Application for the Sidewalk Program (Attachment A) for consideration
2. City Staff will review the application and schedule a meeting with the Property Owner to discuss the Sidewalk Program and provide information, as well as review requirements of the Sidewalk Program with the Property Owner.
3. If the Property Owner wants to proceed with the project, City Staff will:
  - a. Conduct a site visit with the property owner to discuss the project and document site conditions.
  - b. Develop an estimate (Attachment B) of the project that contains:
    - i. Included Costs that will be shared between the City and the Property Owner
    - ii. Excluded Cost that will be the responsibility of the Property Owner
    - iii. Listing of any items of concerns or unique circumstances that will be part of the Project (i.e. City work regarding curbs/gutters, relocation of utility lines, etc.)
4. City Staff will provide the Property Owner a copy of the Sidewalk Program Estimate and discuss the estimate if requested by the property owner.
5. If the property owners determines that they want to proceed with the Sidewalk Program, City Staff will prepare the appropriate documentation, including the project estimates, Sidewalk Program agreement (Attachment C) or any other pertinent documentation.
6. Property Owner will review all documentation with City Staff and sign the required agreements. The Property owner is required to provide payment for their share of the associated costs for the project at this time; no work will be

scheduled until payment is made to the City for the full amount of the Property Owner's share of the project.

### **Scheduling**

1. City Staff will contact the Approved Vendor (Contractor) to begin scheduling the project for completion. Property
2. City Staff will confirm that the Contractor has contacted Missouri811 for utility locates prior to the Contractor beginning the project.
3. The Property Owner is responsible for the location of private utility lines on their property.
4. City Staff will maintain communication with the Property Owners regarding the scheduling and tentative completion times

### **Project Completion**

1. City Staff will inspect the contractors work as part of normal building projects inspection process, ensuring that the final product adheres to all applicable laws and regulations
2. City Staff will maintain communication with the Property Owner throughout the construction period and make themselves available to answer questions or address any concerns that the Property Owner may have about the project
3. Upon completion of the project, City Staff will meet with the Property Owner for a final walk-through and inspection of the completed product.
4. Upon completion of the project, City Staff will close out the project and accept the project, documenting completion.

### **Reporting**

City Staff will provide updates and report information about the Sidewalk Program as requested by the City Council.