



Milford City Hall Council Chambers 201 South Walnut Street Milford DE 19963

CITY COUNCIL AGENDA February 10, 2025

This meeting is also available for viewing by the public by accessing the following link:

<https://zoom.us/j/93267895262>

or

<http://www.cityofmilford.com/553/Watch-Public-Meetings>

Members of the public may also dial in by phone using the following number:

Call 301 715 8592 Webinar ID: 932 6789 5262

5:00 P.M.

15-Minute Public Comment Period*

All interested parties are invited to speak during the public comment portion of the Meeting. Discussion of those items appearing on the agenda as a public hearing is prohibited during the Public Comment Period, as an opportunity will be provided at the time it is being considered. Virtual attendees must register prior to start time of the meeting by calling 302-422-1111 Extension 1142 or 1303, or by sending an email to cityclerk@milford-de.gov and providing their name, address, phone number, and item name and/or description you wish to comment on. Persons in attendance wishing to speak must sign up prior to the start of the Meeting. Citizen comments are limited to three (3) minutes. Council and Committee Members are prohibited from responding or taking action since this is not an official session; however, items may be considered for placement on a future agenda.

Public Works & Utilities Committee

Call to Order – Chair Madula Kalesis

Sidewalk Replacement Program

Adjournment

All items on the Meeting Agenda are subject to a potential vote.

ALL SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE CITY CLERK IN ELECTRONIC FORMAT NO LATER THAN ONE WEEK PRIOR TO MEETING. NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED, DISTRIBUTED, OR PRESENTED AT MEETING ONCE PACKET HAS BEEN POSTED ON THE CITY OF MILFORD WEBSITE. ANY MATERIALS UTILIZED DURING THE MEETING MUST BE INCLUDED IN THE COUNCIL PACKET AND ACCESSIBLE BY AUDIO AND VISUAL MEANS PURSUANT TO 29 Del. Code, Chapter 100, §10006A(c)(5).

To: Public Works and Utilities Committee
Thru: Mark Whitfield, City Manager
From: Willis Shafer, Director of Public Works
Subject: Sidewalk Infrastructure Plan
Date: February 4, 2025

Tonight, we are having our third discussion on the sidewalk infrastructure program. The committee requested additional information and clarification during the last meeting. The following were the questions, with answers in red.

- Complete the sidewalk inventory map. The map has been updated by the engineering team and provided for your review.
- Provide map of missing sidewalk. The map has been updated by the engineering team and provided for your review.
- What remains to be repaired/replaced from the 3rd and final phase of the original program. According to the City engineer all phases of the sidewalk inspection program are complete and the only remaining repairs are on South Walnut, Lakeview and NW Front. There is approximately 745 lf to be replaced at a cost of \$99,275. The cost of these repairs will be billed to the property owner based on the formula used for previous sidewalk repairs made by all other property owners.

Questions for the Public Works and Utilities Committee

- Should the plan include reimbursement to residents that have previously replaced their sidewalk at their own expense? If so, how much? This issue of reimbursement will need to be reviewed by the City Solicitor.
- If reimbursement is not to occur this budget calendar year, should the remaining funds go towards the gap program, which will require citizen outreach and support?
- If reimbursement is not to be made, does Council wish to take over all maintenance of sidewalks effective Jan 1, 2026, with no cost to property owners? Or a shared cost?

The following is some additional information to consider.

According to the City engineer, missing sidewalk and gaps are addressed and incorporated into the yearly road rehabilitation program. This budget year, approximately 1,018 lf of sidewalk was repaired, replaced and added, at a cost of \$137,430. Incorporating hazardous sidewalk and gap replacement in the annual road rehabilitation program may be the best approach to moving forward.

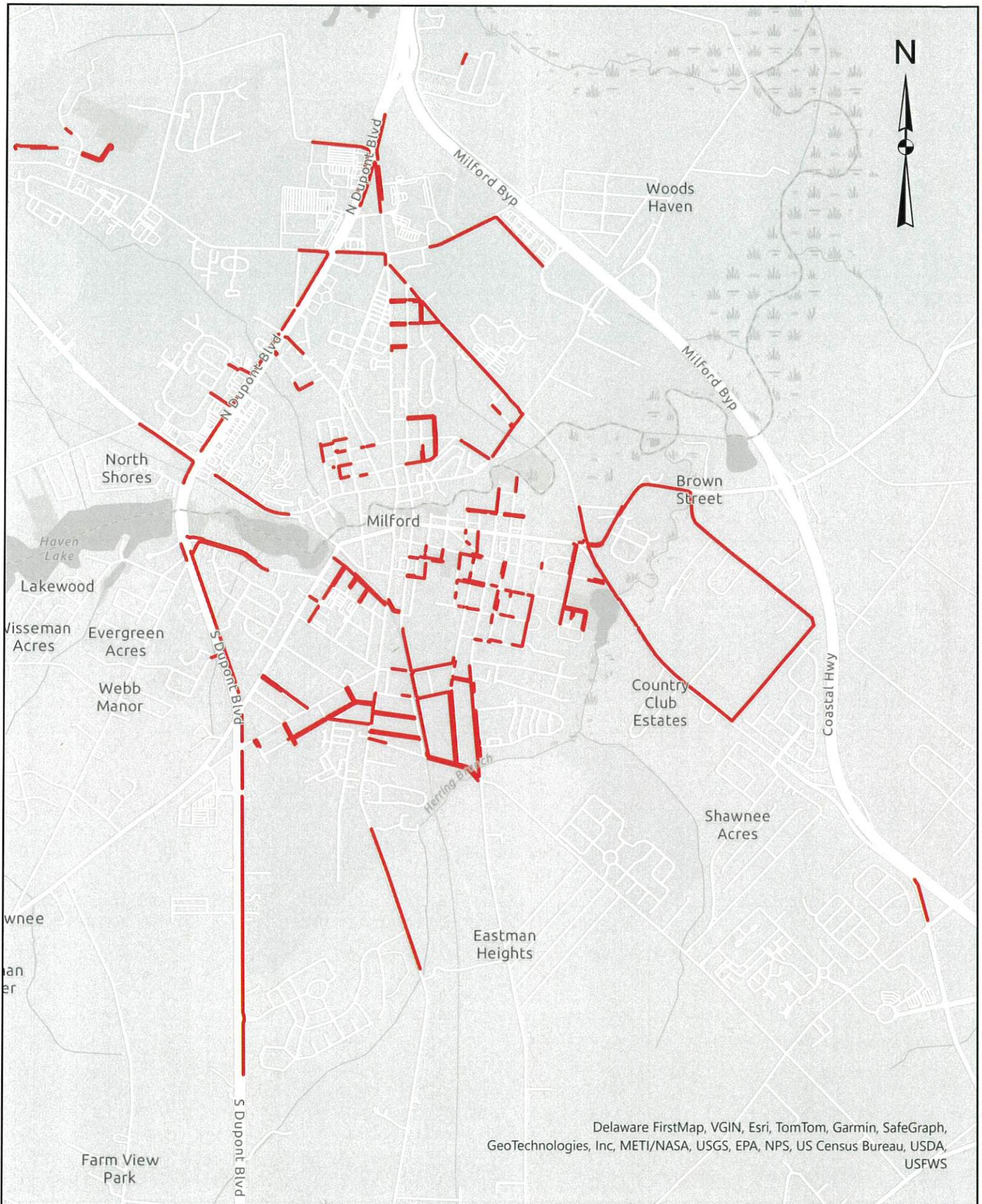
The approved FY25 CIP Sidewalk Replacement and Gap Project, project number 3ST29, sheet attached, has \$388,000 for sidewalk replacement, gap fill in and resident reimbursement. Public Works will be scheduling repairs this spring on South Walnut, Lakeview and NW Front, at a cost of \$99,275. There will be a balance of \$288,725 for resident reimbursement if Council approves.

Staff recommend that the City continue to incorporate sidewalk replacement to address safety hazards and gap installation into the yearly road rehabilitation program scope of work, which generally addresses over 1,000 lf per year of sidewalk replacement. Ownership of the sidewalk would continue to be the responsibility of the homeowner and if a homeowner wants to improve their sidewalk, a permit is required, and the improvements are paid by the homeowner.

Existing sidewalks outside the downtown area that consist of a material other than concrete should remain the responsibility of the property owner. Replacement of those sidewalks should be borne by the property owner.

The proposed sidewalk infrastructure plan will be edited to incorporate the committee's recommendation and resubmitted for final approval before being presented to the Council.

Willis Shafer
Director, Public Works



Delaware FirstMap, VGIN, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

Missing Sidewalk
Approximately 117,920 Feet/22.3 Miles

PROJECT NO: 3ST29

PROJECT TITLE: Sidewalk Replacement and Gap Project

PROJECT STATUS: New Project



FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	\$ 238,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 112,000	\$ 650,000
*Prior Authorized Balance:	150,000	-	-	-	-	150,000
2025-2029 Funding:	\$ 388,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 112,000	\$ 800,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Public works
DIVISION:	Streets
FUND:	
PROJECT LOCATION:	Public Works
PROJECT PRIORITY:	3 - Medium-High
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	

SUMMARY OF PROJECT DATA	
First Year in Program:	2023
Est. Completion Date:	2025
Est. Useful Life (in years):	15
Est. Total Cost:	\$ 800,000
Est. Spend @ 6/30/2024 (if underway) ¹ :	
% Complete (if underway):	
Balance to be funded ¹ :	\$ 800,000

¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:		\$ 800,000
TOTAL PROJECT COST		\$ 800,000

² Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:
 The project will fund the implementation of city wide sidewalk master plan. Throughout the city there are many gaps which will require years of project planning and budgeting. Public Works plans to kick off this program with addressing 8 locations in 2025. Locations to be determined in the fall with resident approval and implementation in the spring of 2025. The FY 2025 budget includes costs to initiate sidewalk installation and the option to reimburse \$300,000 to the residents that have previously replaced their sidewalk at their own expense in connection with the private sidewalk replacement program.

SOURCE OF FUNDS:	PROJECT FINANCING BY PLAN YEAR						TOTAL 5 Year CIP		
	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance ² 06/30/25	2025	2026	2027		2028	2029
CAPITAL RESERVES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL RESERVES	-	-	-	238,000	100,000	100,000	100,000	112,000	650,000
AWARDED GRANTS - RTT	-	-	150,000	-	-	-	-	-	-
GRANT APPLICATIONS	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-
OTHER LOANS	-	-	-	-	-	-	-	-	-
OTHER IMPACT FEES (SPECIFY)	-	-	-	-	-	-	-	-	-
TOTAL:	\$ -	\$ -	\$ 150,000	\$ 238,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 112,000	\$ 650,000
ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET		OPERATING IMPACT:		2025	2026	2027	2028	2029	TOTAL
		INCREMENTAL COSTS (NET SAVINGS)							