

UTILITY COMMITTEE

A G E N D A

April 24, 2006 - 5:30 P.M. - Council Chambers - City Hall - City of Dover
Public comments are welcomed on any item and will be permitted at appropriate times.
When possible, please notify the City Clerk (736-7008 or e-mail at Jgreen@dover.de.us)
should you wish to be recognized.

AGENDA ADDITIONS/DELETIONS

1. Annexation Request - 1600 North Little Creek Road, Owned by Christopher J. and Rebecca R. Raubacher
2. Bayard Avenue Water Main Project - Time and Cost Estimate
3. Internal Controls for Time and Material Projects

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Staff recommends the adoption of the following Resolution setting the date of the Annexation Referendum to be held on MAY 25, 2006, for property located at 1600 North Little Creek Road. *Due to time constraints, the adoption of this Resolution will be considered by City Council during their Regular Meeting on April 24, 2006.*

A RESOLUTION PROPOSING THE INCLUSION OF AN AREA WITHIN THE LIMITS OF THE CITY OF DOVER AND CALLING FOR A SPECIAL ELECTION TO BE HELD IN THE SAID AREA.

WHEREAS, the Charter of the City of Dover authorizes Council to extend the boundaries of the said City after a special election of the qualified voters and real estate owners of the territory proposed to be annexed, and

WHEREAS, the Mayor and Council of the City of Dover deem it in the best interest of the City of Dover to include an area located at **1600 North Little Creek Road**, which is contiguous to the present City limits, into the limits of the City of Dover and within a zoning classification as recommended by the City of Dover Planning Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

1. That a special election be held for an area located at **1600 North Little Creek Road** situated in East Dover Hundred, Kent County, State of Delaware.
2. That the election be held on the **25th** day of **May, 2006** commencing at the hours of 11:00 a.m. in the City Hall Annex, 15 E. Loockerman Street, Dover, Delaware, for the purpose of submitting the question of annexation of the above area to those persons entitled to vote thereon.
3. That the election be held and conducted pursuant to the provisions of the Charter of the City of Dover as amended.
4. That this resolution be published in accordance with the City of Dover Charter.

ADOPTED: *

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PETITION TO ANNEX AND ZONE PROPERTY

Before The City Council Utility Committee

April 24, 2006

Applicant: Christopher J. & Rebecca R. Raubacher
123 W. Loockerman Street
Dover, DE 19904

Owner: Same

Location: 1600 N. Little Creek Road

Size: +/-2.1240 acres

Tax Parcel #: ED-00-068.20-01-13.00; ED-00-068.20-01-14.00

Application Date: April 3, 2006

County Zoning: RMH (Residential Mobile Home); BN (Neighborhood Business)

Proposed Zoning: C-PO

Present Use: Residential dwelling and commercial storage

Proposed Use: Unknown

Comprehensive
Plan Designation: Category 1 – Lands Identified for Annexation; Designated as Residential, but the plan text allows analysis of surrounding land uses in determining zoning designation regardless of the map designation.

Utility Availability: The properties are currently receiving electricity from the City of Dover. City water service is available, and City of Dover sanitary sewer service is planned to be extended to the property with the construction of the Rojan Meadows Subdivision.

Cost-Rev Analysis: The Cost-Revenue analysis showed a positive cash flow to the City of approximately \$3,134 over ten years.

File Number: AX-06-04

AX-06-04 Lands of Christopher Raubacher

R-8

A

RG-2

RM-1

MHP

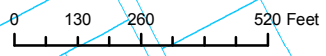
Site

City of Dover Boundary

City of Dover Parcels

Kent County Parcels

Zoning



Map Created 4-18-06
Department of Planning and Inspections

RG-3 RG-3

City of Dover
Contracted Construction Project
Weekly Monitoring Procedure

1. Every project shall have a designated project manager employed by the City who will be responsible for on-site monitoring. The project manager shall be fully knowledgeable of the project, including the approved project budget and the estimated project timeline.
2. Every contractor will also have a designated contractor's representative who shall be the point of contact for the project manager.
3. Time and Material contracts will be billed on a bi-weekly basis. It shall be the responsibility of the project manager to ensure that bills are processed in a timely manner in the H.T.E./Naviline system.
4. The project manager and contractor's representative shall meet at least weekly to discuss the project's progress.
5. The project manager shall complete a weekly progress report in the attached format.
6. The weekly progress reports shall be provided to the pertinent supervisor(s) and department head upon completion.
7. The Finance Department's representative during his/her regular meetings with department head and/or supervisor(s) shall be provided with the weekly progress reports.
8. The department head shall review progress reports, and forward any reports that indicate changes in the project timeline or cost to the City Manager. The department head shall make recommendations as to whether the project budget should be amended, change orders approved, or whether the project scope or timeline should be altered.
9. Progress reports shall be provided to the City Manager on a weekly basis when project expenditures exceed 80% of the project budget.
10. The City Manager shall act in accordance with the Purchasing Policy, and when required, bring approvals to the City Council.

CITY OF DOVER

Weekly Construction Project Monitoring Report

Date:

Project Name/ Project #:

Project Account #:

1. **Brief description of progress made during last week:**

2. **Weather related delays this week if applicable (note days and length of time):**

3. **Other delays (e.g., material or labor shortages):**

4. **Will these delays cause increased project costs?**
5. **Degree to which the project is within the project timeline:**

6. **Potential changes in estimated costs revealed this week due to material costs, changes in construction methods, environment, permitting, labor, etc.:**

7. **Are any of these unexpected cost increases likely to be replicated and grow as project progresses? If "yes," please explain.**

8. **Was the need for any potential change order discussed?**
9. **Are there any aspects regarding this project of which the City Manager should be made aware? If "yes," please list.**