

To: Mayor and City Council  
From: Maryann Courson, City Manager  
Date: May 23, 2008  
Subject: City Manager's Weekly Report

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**1. City Offices will be closed Monday, May 26<sup>th</sup> in observance of Memorial Day.**

**2. Proposed County of Volusia Services**

Attached is the proposed billable hourly rates for next fiscal year. Previous fiscal years from 2006 to 2008 are also included.

**3. Congressman John Mica's Emergency Management Roundtable**

On May 19<sup>th</sup>, Finance Administrator James Seelbinder, Assistant City Manager Anthony Gonzalez and I attended Congressman Mica's Emergency Management Roundtable. In attendance was in excess of 16 jurisdictions, Congressman Mica, Mayor P. May Regional Administrator, FEMA Region IV Interim Director Robert Ives, FEMA Florida Long Term Recovery Officer Gracis Szczed, FEMA Federal Coordinating Officer Region IV Charles Shinkle, Administrator of the Florida Recovery Office Steve Letro, Meteorologist, National Oceanic Atmospheric Administration Craig Fugate, Director of Florida Division of Emergency Management, and Larry Gispert, President of the Florida Emergency Preparedness Association. The roundtable afforded the jurisdictions an opportunity to discuss their issues with FEMA reimbursements from the 2004 Hurricanes, FEMA audits of the 2004 Hurricanes grants, and the status of FEMA Hazard Mitigation Grants.

**4. Progress Energy/Volusia County Hurricane Forum**

On May 21<sup>st</sup>, I attended a Hurricane Forum which was held at Volusia County Fairgrounds. Volusia County Emergency Management Director Charles Craig discussed the following topics: The County of Volusia is ranked No. 8 of the top 10 disaster venues nationwide; a disaster preparedness pamphlet will be distributed by the News Journal on June 1<sup>st</sup>; and concerns regarding cuts in disaster programs. He also referred to the new link on [Volusia.org](http://Volusia.org)'s home page entitled "My Safe Florida Home" which gives advice on preparing homes for a disaster. This is a matching grant program up to \$5,000 for homesteaded properties. The County has secured \$1 million dollars for this program and encourages all residents of Volusia County to apply.

Progress Energy personnel spoke on employee training and safety and implementation of a storm plan. It was stressed that trees should not be planted under power lines and that existing trees

under power lines should be kept trimmed. Progress Energy presented a live demonstration on the danger of power lines.

**5. Activities in DeBary**  
Friday, May 30<sup>th</sup>  
8:30 AM to 5:30 PM

Last day to register for DeBary Summer Camp  
Gateway Park Office, 860 N. Hwy. 17/92

**6. MPO Technical Coordinating Committee Meeting**

Assistant City Manager Anthony Gonzalez attended the Metropolitan Planning Organization's Technical Coordinating Committee meeting on Tuesday. Discussion included amending the Unified Planning Work Program, approval of the 2011/2012 Transportation Improvement Program, approval of the Enhancement Funding Project Priority List, and an amendment to the 08/09-09/10 Unified Planning Work Program for the purpose of investigating a rail connection between western and eastern Volusia County.

**7. Growth Management Activities**

All review comments have been satisfied for the Walgreen's DeBary Corner preliminary plat. The plans are available at Florence K. Little Town Hall for review. If no comments or objections are received from the Council, an approval letter will be issued within a week. The final plat will be heard by Council for approval.

**8. Parks and Recreation Department**

Recreation Coordinator Michelle Leach attended a Recognition Breakfast at the DeBary Elementary School on Thursday, May 22, 2008 for her involvement in multiple volunteer programs including Sunshine Math and Youth Mentoring.

Recreation Coordinator Michelle Leach met with Walt Rubin of We Care Dog Obedience to set up new dates and locations for the 3rd session of the dog obedience classes. Classes will be held on the City Hall lawn on Thursdays starting May 29, 2008 from 7-8 pm. If interested in registering your dog for these classes please contact Walt Rubin at 386-985-3093.

Recreation Coordinator Michelle Leach attended the last SAC meeting of the 2008 school year at Deltona Middle School on Tuesday, May 20, 2008. Ms. Leach was also asked by school representatives to serve on the District Advisory Committee for the 2008/2009 school year.

Parks and Recreation Director John Fletcher attended a FRPA Board Meeting on Wednesday, May 21, 2008-Friday May 23, 2008.

The 50+ Crowd program is held every Monday from 12-3 pm at the DeBary Civic Center. Come on down for some free food and fun! Any questions, please contact Recreation Coordinator Michelle Leach at 386-456-5150.

The competitive bids for the perimeter fence at the River City Nature Park were opened today. This item will be on the June 4<sup>th</sup> agenda for approval.

## **9. Drainage Improvement Projects**

Professional Engineering Consultants (PEC) has submitted ERP application for permit to St. Johns River Water Management District for Lake Lago Linda to Lake of the Woods Interconnect.

PEC has applied to the Florida Department of Transportation for permit for the West Side Emergency Flood Management System

### **Design Projects: Anthony J. Bryan, GAI**

**Utilities:** Volusia County Water and Utility Services has completed their review of the water main installation projects on Bougainvillea and Jasmine. We will be receiving their comments by the end of this week. There are no changes in the pay items.

**Valencia and Plumosa Roads:** 90% Drainage Plans delivered to PEC May 19, 2008 for their review. Plans and permit package to SJRWMD June 4, 2008

**Pine Valley Court:** Completed in-house review, minor revisions to the plans made and follow-up review completed. Plans submitted to PEC, May 22, 2008. Permit package to go to St. Johns River Water Management District June 9, 2008.

**Matanzas Road:** In-house review is underway with plans scheduled to go to PEC; May 27, 2008 and to SJRWMD: June 16, 2008.

**Monroe, Catalina, and Pond OS:** Initial plans are in initial stages of review. 90% plans in-house review will start May 28, 2008 and will go to PEC June 4, 2008 and to SJRWMD, June 24, 2008.

**25 Lake Drive Drainage Study:** Plans prepared and delivered to City May 21, 2008 along with cost estimate.

**DeBary Drive Drainage at 229 DeBary Drive:** Site review conducted with Anthony Gonzalez, May 21, 2008 and I talked with the property owner about problem. May 22, 2008: We sent an description of issues and requests the property owner wants and we drafted letter for the City to send to the property owner.

**Magnolia-Aster Drainage:** Response received from SJRWMD. The water management district still has concerns about the drainage to a land-locked lake. There will be a second Request for Additional Information (RAI) coming from them. Once we receive the RAI, we will follow up on it immediately.

### **Construction Updates: Kevin Hare, GAI**

**Riviera Drive Capital Improvement Drainage Project – CIP Project #4**  
Progressive Contractors Inc. (PCI) concentrated on restoration work this week. Sod installation has continued. Punchlist items have been identified and are scheduled. Final quantity

measurements are in progress. The Contractor expects to have all work completed within the next three weeks. Excavation of Pond 1 on Riviera Drive remains to be completed.

**DeBary Drive Capital Improvement Drainage - CIP Project #3**

Wal-Rose, Inc. formed and placed concrete for concrete driveway restoration and sidewalk replacement. Fine grading for swales was in progress and sodding was in progress. The Contractor expects to have all work completed within the three weeks.

**Bougainvillea Drive and Marsella Road Capital Improvement Drainage Projects, #10, #22, Jasmine Drive Drainage Improvements, Bougainvillea Dr. Utility Installation, Jasmine Drive Utility Installation**

Bids were received for the project on Tuesday May 20, 2008 at Florence K. Little Town Hall. Barracuda Building Corp. was the apparent low bidder at \$534,691.90.

**E N D O F R E P O R T**

County of Volusia Services to provide the City of DeBary	FY 2006			FY 2007			FY 2008			FY 2009			Difference				
	Costs/Est	Billable Hours	Rate	Costs/Est	Billable Hours	Rate	Costs/Est	Billable Hours	Rate	Costs/Est	Billable Hours	Rate	Amount	Cost %	Billable Hours	%	Rate
<b>QUARTERLY INVOICED SERVICES:(Annual Amounts)</b>																	
Animal Control Spay Neuter Clinic(Pet Vet Cruiser)	\$ 66,949	891	\$ 75.14	\$ 63,632	800	\$ 79.54	\$ 80,970	1,003.60	\$ 80.68	\$ 80,780	1,003.60	\$ 80.49	\$ (191)	-0.24%	0	0.00%	\$ 4.40
Fire Services	\$ 884,059	22,066	\$ 40.06	\$ 937,364	22,066	\$ 42.48	\$ 1,071,698	26,280	\$ 40.78	\$ 1,094,825	26,280	\$ 41.66	\$ 23,126	2.11%	0	0.00%	\$ 2.42
Growth Man. Svcs																	
Building Services(Bldg & Permit Processing)	\$ 434,252	8,437	\$ 51.47	\$ 723,340	11,800	\$ 61.30											
Zoning Services	\$ 117,557	2,284	\$ 51.47	\$ 104,946	1,712	\$ 61.30											
Zoning Compliance	\$ 43,750	970	\$ 45.10	\$ 72,150	1,177	\$ 61.30											
Development Svcs(Land Dev & Dev Engineering)	\$ 67,735	1,597	\$ 42.41	\$ 66,817	1,090	\$ 61.30	Discontinued after 2007			Discontinued after 2007							
Graphics	\$ 566	11	\$ 51.47	\$ 674	11	\$ 61.30											
Planning Services																	
Environmental Svcs	\$ 43,235	840	\$ 51.47	\$ 51,492	840	\$ 61.30											
Total Growth Man	\$ 707,095	14,139		\$ 1,019,419	16,630												
Law Enforcement Svcs	\$ 2,293,525	49,920	\$ 45.94	\$ 2,325,773	49,920	\$ 46.59	\$ 2,686,183	51,312	\$ 52.35	\$ 2,836,014	51,312	\$ 55.27	\$ 149,831	5.28%	0	0.00%	\$ 0.65
<b>TOTAL QUARTERLY CONTRACT (Annual Amounts)</b>	<b>\$ 3,951,628</b>	<b>87,016</b>	<b>\$ 161</b>	<b>\$ 4,346,187</b>	<b>89,416</b>	<b>\$ 169</b>	<b>\$ 3,838,852</b>	<b>78,596</b>	<b>\$ 174</b>	<b>\$ 4,014,069</b>	<b>78,596</b>	<b>\$ 177</b>	<b>\$ 172,767</b>	<b>3.98%</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 7</b>
<b>Public Works Services(will be based on actual costs)</b>																	
Traffic Engineering		34,609	\$ 56.71		34,609	\$ 48.99											
Signal Maint	\$ 4,000	Varies		\$ 7,000	Varies		\$ 3,000	Varies		\$ 3,000	Varies						
Sign Maint	\$ 35,000	"		\$ 32,000	"		\$ 36,000	"		Moved to Road & Bridge							
Striping	\$ 11,000	"		\$ 11,000	"		\$ 26,000	"		Moved to Road & Bridge							
Dev Rev. Street-light Design. &																	
Traffic Compl. Admin Svc	\$ 18,000	Varies		\$ 18,000	Varies		\$ 3,000	Varies		\$ 3,000	Varies						
Traffic Studies	\$ 6,000	"		\$ 6,000	"		\$ 6,000	"		\$ 6,000	"						
Total Traffic Eng	\$ 74,000			\$ 74,000			\$ 74,000			\$ 12,000							
Construction Eng																	
Inspect/Testing																	
Survey/Dev Rev																	
Total Construction Engineering																	
Road and Bridge (Includes Eqpt & Mat'ls)	\$ 900,000		\$ 29.55	\$ 500,000		\$ 30.41	\$ 700,000			\$ 700,000							
Sign Maint										\$ 36,000	Moved from Traffic Eng						
Striping										\$ 26,000	Moved from Traffic Eng						
Solid Waste																	
Mosquito Control (Includes Chemicals & Eqpt)	\$ 30,000		\$ 41.76	\$ 15,000		\$ 58.99	\$ 15,000		\$ 58.99	\$ 15,000		\$ 58.99					Have not received revised rates as of today (5/23/2008)
Total Public Works	\$ 1,004,000			\$ 589,000			\$ 789,000			\$ 789,000			\$ -				
<b>Parks &amp; Recreation(Discontinued 2000)</b>																	
<b>Grand Total All Services</b>	<b>\$ 4,955,628</b>			<b>\$ 4,935,187</b>			<b>\$ 4,630,252</b>			<b>\$ 4,803,069</b>			<b>\$ 172,817</b>	<b>3.49%</b>			

## City of DeBary, Florida CALENDAR OF EVENTS

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May 26 Monday	City offices closed for Memorial Day
May 27 Tuesday 8 AM	VC Metropolitan Planning Organization Meeting 2570 W. International Speedway Blvd. Suite 120 DAB
May 27 Tuesday 5:30 PM	Chamber of Commerce Groundbreaking Ceremony behind the existing Chamber at Strawberry Oaks
May 29 Thursday 7 – 9 PM	Orlandia Heights Meeting Florence K. Little Town Hall
May 30 Friday 8:30 AM to 5:30 PM	Last day to register for DeBary Summer Camp Gateway Park Office
May 31 Saturday 1:30 to 3 PM	Spring Soccer Awards Ceremony Florence K. Little Town Hall
June 2 Monday 3 PM	Redman's Barber Shop Dedication 6 South Highway 17/92
June 4 Wednesday 7 PM	City Council Meeting Florence K. Little Town Hall
June 5 Thursday 7 – 9 PM	Presentation DeBary Garden Club Rehabilitation of birds and animals by Kathy Paynter DeBary Civic Center, 38 S. Shell Road
June 6 Friday 5 – 7 PM	Artist of the Month – Sandra Wilson DeBary Hall Historic Site, 210 Sunrise Blvd.
June 7 Saturday 8 AM – 11:30 AM	12 <sup>th</sup> Annual St. Johns River Clean Up Day Lake Monroe Park, 975 US Highway 17/92 in DeBary French Ave. Boat Launch in Orange City Lake Monroe Boat Ramp at 980 Lakeshore Drive in Deltona
June 10 Tuesday 9 AM	Development Review Committee Meeting Florence K. Little Town Hall
June 11 Wednesday 6 PM	Code Enforcement Board Meeting Florence K. Little Town Hall
June 12 Thursday 4 – 6 PM	City Council Workshop – commuter rail Florence K. Little Town Hall
June 16 thru July 25	DeBary Summer Day Camp held Mondays thru Thursdays at DeBary Elementary School