

To: Mayor and City Council  
From: Maryann Courson, City Manager  
Date: September 26, 2008  
Subject: City Manager's Weekly Report

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### **1. Fire and EMS Services Meeting**

On September 25<sup>th</sup>, I attended the second of a series of Fire and EMS Services' meetings. The objectives of the Services meetings are to have a dialogue on the current levels of service and service provision throughout the County; to identify levels of service that are most relevant for future cooperation, to discuss desired minimum levels of service; and to discuss whether regional variations in levels of service should be explored. We reviewed a compilation of level of service data and reviewed maps showing locations of fire stations and the population density of the County. We discussed minimum staffing and equipment for stations, for accidents, and for emergencies.

### **2. Sheriff's Office Job Classifications**

Attached is a report on job classifications for members of the Sheriff's Office currently assigned to the DeBary Law Enforcement contract.

### **3. Safety Coordinator**

Safety Coordinator Alan Williamson attended a State Emergency Management meeting in Orlando with City Manager Courson, Assistant City Manager Gonzalez, Finance Administrator Seelbinder, and Building Official Stroupe. The meeting was to discuss available disaster assistance programs available through the State as well as FEMA.

Alan Williamson and James Seelbinder attended the kick-off meeting with the State and FEMA. The kickoff meeting is the first official meeting that addresses the disaster reimbursement process. The kickoff meeting is the first step in establishing a partnership among FEMA, State, and the applicant and is designed to focus on the specific needs of the applicant.

Alan attended an after-action meeting at the County Emergency Operations Center. The meeting was an open discussion on strengths and weaknesses observed and which occurred during Tropical Storm Fay.

Alan met with area CERT instructors and they have established a class outline and dates for the next CERT class. There are currently 35 students in the course which has met capacity for this training session.

Alan hosted an after-action meeting in Florence K. Little Town Hall with the Public Information Network. The Public Information Network provided a number of Public Information Officers for

the City during T.S. Fay who were a great asset in setting up press releases, and coordinating media conferences.

Alan has been working with councilors from Project Hope and other volunteer counseling services in coordinating free counseling services to those in need.

#### **4. Parks and Recreation Department**

Recreation Coordinator Michelle Leach and Parks and Recreation Director John Fletcher met with Amber Patterson from DeBary Hall Historic Site on Wednesday, September 24, 2008 to continue planning for the Festival of Lights. The event is scheduled for December 13, 2008 from 6 – 9 pm at DeBary Hall Historic Site. Parking will be at Gemini Springs Park. The Festival of Lights is a free community event with minimal costs for concessions.

Entry forms are now available to enter the Christmas Parade at City Hall and the Parks and Recreation office. The parade will be held on December 14, 2008 at 3 pm. The theme this year is “Christmas in Toyland.” There is no fee to enter the parade.

The Fall Youth Soccer League registration concluded and teams have been formed. This year, we had a record 147 total registrants for the soccer program with 14 total teams being formed. The coaches’ meeting will be held on October 2, 2008. Practices will begin at the Rob Sullivan Community Park on October 6, 2008. Games begin October 10, 2008. Children still interested in participating will be placed on a waiting list by calling the Parks and Recreation office at (386) 456-5150.

Registration for the Soccer Clinic will begin on October 6, 2008 and end October 17, 2008. This program is geared toward 4-6 year olds with its primary focus being development of soccer skills. Cost is \$20 per child. Birth certificates are required to verify age at registration. Please contact the Parks and Recreation Department at (386) 456-5150 for further information.

The DeBary Little League began playing games at Bill Keller Park and Rob Sullivan Park on September 22, 2008. For further information, please contact the DeBary Little League at (386) 837-5300.

The annual Ice Cream Social will be held on November 10, 2008 from 12-3pm at the DeBary Civic Center located at 38 South Shell Road. Adults 50 years+ are welcome to join us for an afternoon of free games, fun and food. This event will be sponsored by Florida Hospital *Fish Memorial*. Representatives will be present to make a 30-minute presentation at the beginning of the event.

The 50+ Crowd meets every Monday from Noon to 3 pm at the DeBary Civic Center. No registration is needed. Just show up at the Civic Center next Monday for an afternoon of free snacks and fun games. For further information, please contact the Parks and Recreation Department at (386) 456-5150.

Parks and Recreation Director John Fletcher attended the Volusia County Directors Meeting on Tuesday, September 23, 2008. Trends and complications in the Parks and Recreation field were discussed.

## 5. Drainage Improvement Projects

### Design Projects:

**Valencia/Plumosa Drainage Project:** St. Johns River Water Management District received the responses to their Request for Additional Information September 11, 2008. The permit is under review and should be in hand by October 11, 2008. The project could be advertised for bid by the middle of October with construction starting by the first of December.

**Monroe, Catalina and Pond OS:** Plans have been delivered to the St. Johns River Water Management District for permitting and they are currently under review. We still anticipate three months to obtain the permit and a possible advertisement date in late December 2008 with construction starting in January 2009

**Matanzas Road Drainage Improvements:** The ponds on this have project been redesigned to meet retention ponds requirements and to increase the efficiency regarding the pollutant loading. All revisions have been completed and plans have been submitted to the St. Johns River Water Management District for their review. The water management will have 30 days to request additional information or issue a permit. We estimate the permit will be in hand in 120 days.

**Pine Valley Court:** We have discussed this project with David Hamstra of PEC to determine what adjustments are needed based on the recent flooding on Pine Valley Court. The SJRWMD Request for Additional Information is on hold until we determine how we want to proceed with this project. We will need to notify the SJRWMD the project is on hold and request an extension for the submittal of responses to their Request for Additional Information.

### Construction Updates:

#### **Park Lane Capital Improvement Drainage Project – CIP Project #1**

The Contractor, C3 Construction, LLC, was notified by certified mail that defects were found in the pipe used for the new storm water system on Park Lane. The City is awaiting the Contractor's response.

GAI Consultants, Inc. called the manufacturer of the defective pipe (Hardie Pipe) and requested the company to contact the City and provide technical support regarding the condition of the installed pipe and make recommendations. No response has been received at this time.

#### **24 Seminole Drive Capital Improvement Drainage Project – CIP Project #2**

The Contractor, C3 Construction, LLC, was notified by certified mail that defects were found in the pipe used for the new storm water system on Park Lane. The City is awaiting the Contractor's response.

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

No work was in progress due to high groundwater present within the work area. The Contractor is expected to resume construction in early November.

#### **Riviera Drive Capital Improvement Drainage Project – CIP Project #4**

GAI Consultants, Inc. met with Mr. Jerry Randall of Progressive Contractor's to finalize the project documentation required for final payment.

Final release of liens and TV inspection of the new storm sewer system are the only remaining items for final acceptance and payment.

#### **Magnolia/Aster/Dahlia Capital Improvement Drainage Project #12**

The project was advertised for bids on September 14<sup>th</sup> and 15<sup>th</sup>. The mandatory pre-bid meeting is scheduled for Tuesday September 30, 2008 at 2:00 PM. Bids will be received on Friday October 10, 2008 at 2:00 PM. Construction is expected to begin in November 2008.



# Sheriff's

## Volusia County

**To:** Ms. Maryann Courson  
City Manager

**Date:** 09/25/08

**From:** Captain Alan D. Osowski  
District Commander

**File:** 054MDB51.08

**Subject:** Law Enforcement Contract - Classifications

This memorandum is intended as a brief overview of the basic work functions of the various members of the Sheriff's Office currently assigned to the DeBary Law Enforcement contract.

### **Patrol Deputies (Deputy Sheriff II) DeBary Contract = 10 Patrol Deputies**

- Responsible work of a general public safety nature with a primary emphasis on the protection of life and property.
- Conducts preliminary investigations, identifies witnesses, collects evidence, makes arrests and transports prisoners to and from confinement areas
- Enforces traffic laws and regulations on all public roads within DeBary
- Answers a wide range of calls for service and complaints involving crimes, both felony and misdemeanors, and automobile accidents, domestic disturbances, and numerous other civil and criminal issues.
- Testifies in court relative to arrests made
- Performs related work as required.

Patrol Deputies work a 12 hour shift, or 2,236 hours per year. Ten Patrol Deputies equals 22,360 hours per year.

### **Patrol Sergeants (Sergeant FTE) DeBary Contract = 4 Patrol Sergeants**

- Performs all the duties of a Deputy Sheriff II
- Instructs, assigns, supervises, and assists in the work of subordinate employees
- Performs line inspections (Readiness Inspections)
- Maintains close supervision, appraising and evaluating conditions of performance for adherence and conformity to duties as prescribed by departmental policy, rules and regulations.
- Initiate corrective action and/or disciplinary action as necessary.
- Takes charge of any emergency or major crime scene and directs police activities until relieved by a superior officer
- Performs other related supervisory and technical functions as required.

Patrol Sergeants work a 12 hour shift, or 2,236 hours per year. Four Patrol Sergeants equals **8,944** hours per year.

**Criminal Investigators (Investigator FTE) DeBary Contract = 2 Investigators**

- Able to perform all the duties of a Deputy Sheriff II
- Investigates cases that have been initially handled by a Patrol Deputy
- Cases include all types of property crimes, from burglary to fraud.
- Investigates minor persons crimes, such as purse snatching, robberies where no major violence occurs, sex crimes involving victims over the age of 16.
- Investigates missing persons cases.
- Works closely with the State's Attorney's Office in the investigating and prosecuting of such crimes
- Prepares search warrants, arrest affidavits for the issuance of an arrest warrant, the service of search warrants, collection of evidence, and the arrest of perpetrators.
- Testifies in court relative to arrests made

Investigators work an 8 hour shift, 5 days per week, or 2,088 hours per year. Two Criminal Investigators equals **4,176** hours per year.

**Criminal Investigative Sergeant (Sergeant FTE) DeBary Contract = 1 Sergeant**

- Able to perform all the duties of a Deputy Sheriff II
- Instructs, supervises, and assists in the work of subordinate employees
- Performs line inspections (Readiness Inspection)
- Reviews all reported activity and assigns cases to the Investigators.
- Maintains close supervision, appraising and evaluating conditions of performance for adherence and conformity to duties as prescribed by departmental policy, rules and regulations.
- Maintains strict accountability of case files, case evidence, and equipment.
- Testifies in court related to arrests made.

Investigative Sergeant works an 8 hour shift, 5 days per week, or 2,088 hours per year. One Investigative Sergeant equals **2,088** hours per year.

**Motor Deputy (Deputy Sheriff II FTE) DeBary Contract = 2 Motor Deputies**

- Performs all the duties of a Deputy Sheriff II
- Enforces traffic laws and regulations on all roads within the City of DeBary.
- Investigates traffic crashes within the City of DeBary
- Investigates Traffic Homicides occurring within the City of DeBary
- Testifies in court related to traffic arrests made

Motor Deputies work a 12 hour shift, or 2,236 hours per year. Two Motor Deputies equal **4,472** hours per year.

**K-9 Deputy (Deputy Sheriff II FTE) DeBary Contract = 1 K-9 Deputy**

- Performs all the duties of a Deputy Sheriff II
- Enforces traffic laws and regulations on roads within the City of DeBary
- Effects arrests, both felonies and misdemeanors, on perpetrators of crimes
- Assists Patrol Deputies by conducting building searches, area searches, and narcotic searches as necessary.
- Continuously trains with his K-9 partner to maintain the highest levels of required skills and abilities.
- Responsible for the care and handling of the his K-9 partner, both on and off duty.
- Testifies in court related to arrests made.

K-9 Deputy works a 12 hour shift, or 2,236 hours per year. 1 K-9 Deputy equals 2,236 hours per year.

**Office Assistant III (O/A III FTE) DeBary Contract = 1 Office Assistant II**

- Performs specialized and technical clerical and record keeping duties with a minimum of supervision
- Searches files and maintains a variety of source materials to assemble background for reports
- Staffs the front desk of the District Office and receives telephone calls and contacts from the public requesting specialized information of services. Routes requests for service to the appropriate personnel/unit/District
- Assembles a variety of data from office records for incorporation into various reports
- Prepares supply orders for approval by the District Captain.
- Oversees maintenance and repairs of office equipment, and keeps the District Captain apprised of facilities readiness and maintenance needs
- Performs other duties as required

Office Assistant III works an 8 hour day/5 days per week, or 2,088 hours per year. One Office Assistant III equals 2,088 hours per year.

**Lieutenant (Lieutenant FTE) DeBary Contract = 1 Lieutenant**

- Able to perform all the duties of a Deputy Sheriff II and Sergeant
- Directly supervises the first line supervisors
- Prepares schedules, time sheets, and special assignments
- Conducts quarterly and annual evaluations of subordinates
- Implements programs that will increase productivity of the assigned area
- Reviews and participates in the disciplinary actions at the District level
- Conducts daily briefing with the District Captain concerning the operational progress of the District
- Participates in Staff functions at the Division Level as necessary
- Oversees all operational and administrative functions in the absence of the District Captain
- Performs the functions of a Community Relations officer, providing pertinent law enforcement presentations for the community

- Meets regularly with Neighborhood Watch Coordinators, the DeBary Safe City Coordinator, and community groups within the City
- Supervises and Directs the special operations activity of the Motor Deputies and the K-9 Deputy with regards to special assignments to address specific criminal enforcement efforts
- Performs other duties as required

The Lieutenant works an 8 hour day/5 days per week , or 2,080 hours per year. One Lieutenant equals **2,080** hours per year.

**Captain (Captain FTE) DeBary Contract = 1 Captain**

- Able to perform all of the duties of a Deputy Sheriff II, Sergeant, and Lieutenant
- Maintain standards and reports necessary for Accreditation
- Exercise direct supervision of employees of the District. Prepares schedules, budgets and other specialized reports.
- Review and approve subordinate decisions
- Review and approve final disposition of disciplinary actions at the District level
- Maintain close contact with the City Manager, and provides continuous and timely information as it relates to City matters
- Attend City Council meetings, Public Safety Committee meetings, and other meetings as required
- Provide monthly status reports to the City Manager
- Perform Staff Inspections at the District level
- Perform other duties as required

The Captain works an 8 hour day/5 days per week, or 2,088 hours per year. 1 Captain equals **2,088** hours per year.

The final breakdown is as follows:

Captain	FTE Number 1	2,088 hours
Lieutenant	FTE Number 1	2,080 hours
Office Assistant III	FTE Number 1	2,088 hours
Patrol Deputies	FTE Number 10	22,360 hours
Patrol Sergeants	FTE Number 4	8,944 hours
Investigators	FTE Number 2	4,176 hours
Investigative Sgt.	FTE Number 1	2,088 hours
Motor Deputy	FTE Number 2	4,472 hours
K-9 Deputy	FTE Number 1	2,236 hours
<b>Total</b>	<b>23</b>	<b>50,532 hours</b>

The above personnel and the number of billable hours are the total cost to the City of DeBary pursuant to the contract. Any additional resources that may be required at various times throughout the term of the contract are not charged to the City. Examples of these additional

resources include, but are not limited to, the Sheriff's helicopter, the SWAT Team, Major Case Investigations which investigates unlawful deaths and suicides, the Sex Crimes Unit which investigates sex crimes against children, the Career Criminal Unit which assists us in tracking our sex offenders, the Auto Theft Unit, and the Special Services District which includes the County's Motor Unit that assists our Motor Deputies from time to time and the Prisoner Transport Unit which, when available, transports the City's prisoners.

It is hoped that this breakdown of personnel and function provides some insight into the operations of the Sheriff Office within the parameters of the Law Enforcement Contract. If you have any questions concerning anything contained herein, or any other issue which may need clarification, please do not hesitate to contact me.

# City of DeBary, Florida

## CALENDAR OF EVENTS

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<b>Sept 26 Friday</b>	<b>The Concert has been cancelled. The Swinging Sounds of the Gateway Orchestra Gazebo at DeBary City Hall</b>
<b>Oct 1 Wednesday 7 – 10 PM</b>	<b>City Council Meeting Florence K. Little Town Hall</b>
<b>Oct 8 Wednesday 6 – 8 PM</b>	<b>Code Enforcement Board Meeting Florence K. Little Town Hall</b>
<b>Oct 14 Tuesday 9 AM</b>	<b>Development Review Committee Meeting Florence K. Little Town Hall</b>
<b>Oct 14 Tuesday 5:30 – 7 PM</b>	<b>Streetscape Advisory Committee Florence K. Little Town Hall</b>
<b>Oct 15 Wednesday 7 – 11 PM</b>	<b>City Council Meeting Florence K. Little Town Hall</b>
<b>Oct 20 Monday thru Saturday, Nov 1</b>	<b>Early Voting Dates for General Election Deltona Municipal Complex, 2345 Providence Blvd. Supervisor of Elections Office, 125 West New York Ave., DeLand Take Photo &amp; Signature ID</b>
<b>Oct 21 Tuesday 6:30 – 8 PM</b>	<b>Public Safety Advisory Committee Meeting Florence K. Little Town Hall</b>
<b>Oct 22 Wednesday 7 – 9 PM</b>	<b>Economic Development Advisory Committee Meeting Florence K. Little Town Hall</b>
<b>Oct 23 Thursday 7 – 9 PM</b>	<b>Orlandia Heights Meeting Florence K. Little Town Hall</b>
<b>Oct 28 Tuesday 9 AM</b>	<b>Development Review Committee Meeting Florence K. Little Town Hall</b>
<b>Nov 4 Tuesday 7 AM to 7 PM</b>	<b>GENERAL ELECTION</b>
<b>Nov 5 Wednesday 7 – 10 PM</b>	<b>City Council Meeting Florence K. Little Town Hall</b>
<b>Nov 11 Tuesday 9 AM</b>	<b>Development Review Committee Meeting Florence K. Little Town Hall</b>