

To: Mayor and City Council  
From: Maryann Courson, City Manager  
Date: November 21, 2008  
Subject: City Manager's Weekly Report

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**► A Special City Council Meeting will be held Friday, November 21<sup>st</sup> at 7 PM at Florence K. Little Town Hall, 12 Colomba Road. The agenda includes 1<sup>st</sup> Reading of the DeBary Town Center and Equestrian Park.**

1. **City offices will be closed November 27<sup>th</sup> and 28<sup>th</sup>.**
2. **Smart Growth Workshop**

On November 17<sup>th</sup>, I attended the VCOG Smart Growth Committee meeting. The Committee discussed the outcome of the November 6<sup>th</sup> Volusia County Smart Growth Workshop which was attended by staff and County Council. The discussion focused on how to engage cities' elected officials to adopt Smart Growth Comprehensive Plan and Land Development Code Regulations. The December 4<sup>th</sup> County Council meeting agenda will include approval of Smart Growth Comprehensive Plan amendments.

3. **Activities in DeBary**

**December 1 thru 10 Judging for the 2<sup>nd</sup> Annual Christmas Lighting Display Contest will take place.**

**Entry forms are available at City Hall and Gateway Parks Office**

**Winners will be announced at the Festival of Lights at DeBary Hall Historic Site on December 13<sup>th</sup>.**

4. **Safety Coordinator**

A presentation at the weekly HAM radio operators meeting was given on the topic of music harmonics. A member of the club built a Thurman music box and showed how the variations of harmonics work. In acoustics and telecommunication, the harmonic of a wave is a component frequency of the signal that is an integer multiple of the fundamental frequency.

The last class session for CERT was held and 18 students were in attendance. The topic of instruction included Light Search and Rescue with a hands-on practical. Students had to utilize cribbing to extricate a victim trapped under a heavy bench. Students also had a practical in-patient lifts and carries, and had to safely carry a victim. A total of 15 students completed the entire course and received their certificate of completion as well as their CERT kits with supplies.

The Volusia County Local Mitigation Strategy group met in Town Hall this week. DeBary hosted the meeting this quarter in which all three DeBary initiatives were passed. The initiatives were: 1) Acquisition of 14 flood-prone residential properties, 2) Implementation of 3 gravity overflow systems, and 3) East side flood management system upgrades.

The Public Safety Advisory Committee met and discussed the driveway stenciling project. A local Eagle Scout will undertake the project in coordination with Safety Coordinator Alan Williamson. Also discussed was the December meeting which has been cancelled due to the holidays.

## **5. Parks and Recreation Department**

Parks and Recreation Director John Fletcher attended the Volusia County Directors meeting on Wednesday, November 19, 2008. Issues facing parks and recreation departments in the area were discussed.

Recreation Coordinator Michelle Leach and Parks Superintendent Tom Vandehey attended the Festival of Lights planning committee meeting on Tuesday, November 18, 2008. Also in attendance were Amber Patterson and Heather Hohman from DeBary Hall Historic Site, Wayne Dunlap and Alan Williamson from the City of DeBary, and Captain Osowski and Lt. Williams from the Volusia County Sheriff's Department. Final preparations are being made for the event scheduled for December 13, 2008 from 6 – 9 PM at the DeBary Hall Historic Site. Decorating at DeBary Hall Historic Site began on Tuesday, November 18, 2008. The City of DeBary is receiving sponsorships to help fund this large community event. A special thank you to the following companies for their generous donation thus far: Waste Pro, Ty Harris, P.A., Mainstreet Community Bank, Barracuda Building Corporation, GAI Consultants, Hampton Inn of DeBary, Shoemaker Construction Company Inc, Riverside National Bank, Professional Engineering Consultants, DeBary Hall Inc. and Cici's Pizza.

**The 2<sup>nd</sup> Annual Christmas Lighting Display Contest will begin December 1, 2008.** All interested households are welcome to fill out an entry form and return to the Parks and Recreation Department by November 28, 2008. Houses will be judged December 1, 2008 through December 10, 2008. Winners will be announced at the 2008 Festival of Lights on December 13, 2008 at DeBary Hall Historic Site. Entry forms are available at the Parks and Recreation Department located in Gateway Park. Winners will receive a special sign to show off in their front yards!

Registration for the 2009 Youth Outdoor Basketball League begins December 8, 2008 and ends December 19, 2008. Games will begin January 10, 2009 at Bill Keller Park. The cost is \$40. There will be two separate leagues for boys and girls ages 10-14. For more information, please contact Recreation Coordinator Michelle Leach at (386) 456-5150.

Entry forms are 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. All entry forms must be turned in to the Parks and Recreation Department before the end of November.

Recreation Coordinator Michelle Leach attended the SAC meeting at Deltona Middle School on Tuesday, November 18, 2008. Issues facing local schools and children in the community were discussed. Completion of the "DDD" High School in Orange City will be complete by 2010-2011.

Recreation Coordinator Michelle Leach attended the FRPA Central Region Workshop in Kissimmee on November 20, 2008. Sessions included Customer Service, Grant Writing and Program Planning with a Purpose. Ms. Leach was also asked to be a Verification Officer by the Central Region Board Director during the Workshop.

## **6. Drainage Improvement Projects**

### **Design Projects:**

#### **Monroe/Catalina/Pond OS Project**

No change in the project status from the previous CIP update:

GAI has completed the responses to the St. John River Water Management District's request for additional information. Revised plans packages were delivered to the water management district Thursday, November 6, 2008. Review of this additional information will take approximately 30 days.

#### **Matanzas Road Drainage Improvements**

Final constructability review is continuing and will be completed early next week. Final plans will be prepared and delivered to the City December 4<sup>th</sup> for advertisement the weekend of December 6, 2008.

#### **Pine Valley Court**

#### **Un-named Lake #4 (Crystal Lake Drive)**

#### **Hollow Pine Drive**

#### **55 Community Drive**

The City Council approved Engineering Design, Permitting, Preparation of Construction Plans and surveys for these projects at the November 19, 2008 Regular City Council Meeting.

### **Construction Updates:**

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

Emergency repair work continued on Pleasant Hill Drive in the Reserve subdivision. Barracuda Building Corp. installed a new 18-inch diameter stormwater line about 7 feet above the existing pipe system. Work on the new section of piping began at the retention pond on Pleasant Hill Drive. The Contractor completed the new pipe installation under Pleasant Hill Drive on Thursday

connecting to the existing manhole on the south side of Pleasant Hill Drive as shown in the picture below.



Pleasant Hill Drive was closed during daylight hours on Wednesday. Work will continue along Pleasant Hill Drive to the west toward Forest Eagle Court, installing new 18-inch diameter reinforced concrete pipe. The new piping will replace the old system that is several feet deeper. When the new system is completed, the old piping will be filled with concrete to prevent further subsidence in the area. Motorists and pedestrians are cautioned to be aware of construction vehicles and limited access through the area. The underground work should be completed within two weeks and restoration of the area will follow immediately.

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

Final Acceptance and final payment is recommended.

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

Notice of Award and contracts were sent to Masci Corp. for execution. The project is expected to begin construction within the next few weeks.

#### **Valencia/Plumosa Capital Improvement Drainage Project #17**

The project was advertised for bids on November 8 and 9, 2008. The Mandatory Pre-Bid meeting was held at F. K. Little Town Hall on Thursday November 20, 2008. The meeting was attended by 14 potential bidders. The Bid date is December 5, 2008 when bids will be opened at 2:00 PM.

**Matanzas Road Capital Improvement Drainage Project #8**

Constructability review continued this week. Final comments should be completed by Monday and the construction plans should be ready to advertise for bids on December 6 and 7.

**Lake Lago Linda to Lake of the Woods Interconnect – Stormwater Capital Improvement Project #9**

100% Construction plans were received by GAI Consultants, Inc. from Professional Engineering Consultants (PEC) for constructability review and comments.

# **City of DeBary, Florida**

## **CALENDAR OF EVENTS**

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**Annual Toy Drive is ongoing – Last day of Drive is Friday, December 12<sup>th</sup>**  
**Toys can be dropped off at Florence K. Little Town Hall – Weekdays - 9AM to 4 PM.**

<b>Nov 21 Friday</b> <b>7 PM</b>	<b>Special City Council Meeting</b> <b>Florence K. Little Town Hall</b>
<b>Nov 24 Monday</b> <b>5 PM</b>	<b>VCOG Governing Board Meeting</b> <b>2570 W. International Speedway Blvd. Suite 120 DAB</b>
<b>Nov 25 Tuesday</b> <b>8 AM</b>	<b>MPO Meeting</b> <b>2570 W. International Speedway Blvd. Suite 120 DAB</b>
<b>Nov 27 and 28</b> <b>Thursday/Friday</b>	<b>City offices closed for Thanksgiving</b>
<b>Dec 1 thru Dec 10</b>	<b>Judging for 2<sup>nd</sup> Annual Christmas Lighting Display Contest</b>
<b>Dec 3 Wednesday</b> <b>7 PM</b>	<b>City Council Meeting</b> <b>Florence K. Little Town Hall</b>
<b>Dec 4 Thursday</b> <b>6 PM</b>	<b>VLOC Dinner/Meeting</b> <b>Deltona City Hall</b>
<b>Dec 9 Tuesday</b> <b>9 AM</b>	<b>Development Review Committee Meeting</b> <b>Florence K. Little Town Hall</b>
<b>Dec 10 Wednesday</b> <b>6 PM</b>	<b>Code Enforcement Board Meeting</b> <b>Florence K. Little Town Hall</b>
<b>Dec 11 Thursday</b> <b>7 PM</b>	<b>Economic Development Advisory Committee Meeting</b> <b>12 Colomba Road</b>
<b>Dec 12 Friday</b>	<b>Last day for the Toy Drive.</b>
<b>Dec 13 Saturday</b> <b>6 to 9 PM</b>	<b>5<sup>th</sup> Annual Festival of Lights</b> <b>DeBary Hall Historic Site</b>
<b>Dec 14 Sunday</b> <b>3 PM</b>	<b>DeBary Christmas Parade “Christmas in Toyland”</b> <b>Begins at Spring Vista Drive – Highway 17/92 - Poinsettia Drive</b>
<b>Dec 16 Tuesday</b> <b>2 – 4 PM</b>	<b>City Council Workshop – DeBary Bayou</b> <b>Florence K. Little Town Hall</b>
<b>Dec 17 Wednesday</b> <b>7 – 11 PM</b>	<b>City Council Meeting</b> <b>Florence K. Little Town Hall</b>