



## CITY COUNCIL MEETING

June 07, 2023 at 6:30 PM

City Council Chambers, 16 Colomba Rd.

DeBary, Florida 32713

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## AGENDA

### CALL TO ORDER

Invocation

Flag Salute

### ROLL CALL

**PUBLIC PARTICIPATION:** For any items **NOT ON THE AGENDA**, citizen comments are limited to three (3) minutes per speaker. For items **ON THE AGENDA**, citizen comments are limited to five (5) minutes per speaker. Speakers will be called when the item is introduced for discussion.

### APPROVAL OF MINUTES

- [1.](#) Regular City Council Meeting May 3, 2023
- [2.](#) Special City Council Meeting May 17, 2023

### ADDITIONS, DELETIONS OR AMENDMENTS TO THE AGENDA

### PRESENTATIONS

2023 Citizens Academy Graduates

### NEW BUSINESS

- [3.](#) City staff requests City Council approve Resolution No. 2023-04, Revisions/Additions to the City of DeBary Personnel Policies & Procedures with an effective date of June 7, 2023.
- [4.](#) City Manager is requesting City Council adopt Resolution No. 2023-03, approving and authorizing the filing of a Maintenance Map for a portion of Shell Road.
- [5.](#) City Manager is requesting City Council approve Kimley-Horn's Individual Project Order No. 18, Gateway Park Entrance and Signal Design, Engineering and Permitting.

### COUNCIL MEMBER REPORTS / COMMUNICATIONS

Board/Committee Appointments

- [6.](#) Historic Preservation Advisory Board

Member Reports/ Communications

- A. Mayor and Council Members
- B. City Manager
- C. City Attorney

## **DATE OF UPCOMING MEETING / WORKSHOP**

Special City Council Meeting June 21, 2023, 6:30 p.m.

## **ADJOURN**

If any person decides to appeal any decision made by the City Council with respect to any matter considered at this meeting or hearing he/she will need a record of the proceedings, and for such purpose he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (FS 286.0105).

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least three (3) working days in advance of the meeting date and time at (386) 668-2040.



## REGULAR CITY COUNCIL MEETING

May 03, 2023 at 6:30 PM

City Council Chambers, 16 Colomba Rd.

DeBary, Florida 32713

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### MINUTES

**CALL TO ORDER:** Mayor Chasez called the meeting to order at 6:30 p.m.

**ROLL CALL:** Mayor Chasez, Vice-Mayor Butlien, and Council Members Pappalardo, Sell and Stevenson are present.

Others present: Carmen Rosamonda, City Manager; Kurt Ardaman, City Attorney; Steven Bapp, Growth Management Director; Elizabeth Bauer, Finance Director; Eric Frankton, Information Technology Director; Kevin Hare, Construction Engineer; Jason Schaitz, Parks & Recreation Director; Richard Villasenor, City Engineer; and Annette Hatch, City Clerk.

**PUBLIC PARTICIPATION:** For any items **NOT ON THE AGENDA**, citizen comments are limited to three (3) minutes per speaker. For items **ON THE AGENDA**, citizen comments are limited to five (5) minutes per speaker. Speakers will be called when the item is introduced for discussion.

Bonny Beall addressed Council.

**APPROVAL OF MINUTES:** Motion by Vice Mayor Butlien to approve the minutes from the Regular City Council Meeting April 5, 2022, and the Special City Council Meeting April 19, 2023. Seconded by Council Member Stevenson. Motion passed unanimously.

**ADDITIONS, DELETIONS OR AMENDMENTS TO THE AGENDA:** None.

**PRESENTATIONS:** Steve Cockerham and Dan Pressler, Neel-Schaffer, gave an overview of the deliverables and timelines on the DeBary Town Center Transportation and Infrastructure Plan for the Department of Economic Opportunity (DEO) Grant Feasibility Study.

#### **CONSENT AGENDA:**

City Manager is requesting City Council approve the First Amendment to the Facility Use Agreement between Gateway Center for the Arts Inc. (GCA) and the City of DeBary.

Finance Director is requesting City Council approve the renewal of the FDOT contract number ASH35.

City Manager is recommending City Council approve a proposal from GREGORI CONSTRUCTION, INC. for an Urgent Remedial Stormwater Project to address subsidence within the City rights of way at Glen Abbey Lane and Knightsbridge Place in the Glen Abbey subdivision.

Motion by Vice Mayor Butlien to approve the Consent Agenda. Seconded by Council Member Pappalardo. Motion passed unanimously.

**PUBLIC HEARINGS:**

Staff is requesting the City Council approve the first reading of Ordinance No.04-2023, amending the Land Development Code (LDC) to define self-storage facilities and warehouses, and provide development standards for self-storage facilities and mini-warehouses fronting the Gateway Corridor.

City Attorney read the Ordinance into the record.

Staff briefly reviewed the Ordinance and the City's Gateway Corridor guidelines.

No one addressed Council.

Motion by Council Member Stevenson to approve the first reading of Ordinance No. 04-2023. Seconded by Council Member Pappalardo. Motion passed unanimously.

**GROWTH MANAGEMENT AND DEVELOPMENT:**

The Applicant, KBC Development, Inc., would like to extend their Preliminary Plat and Construction Plan Development Order for the KBC Mixed project.

Staff briefly reviewed the project and extension timeline.

No one addressed Council.

Motion by Vice-Mayor Butlien to grant the extension request. Seconded by Council Member Sell. Motion passed unanimously.

**NEW BUSINESS:**

The Parks and Recreation Department is requesting the City Council award RFP 05-2023 Town Hall ADA Restroom Renovations to Boulevard Contractors.

Staff reviewed the project and the bid process.

No one addressed Council.

Motion by Vice-Mayor Butlien to award RFP 05-2023 to Boulevard Contractors. Seconded by Council Member Stevenson. Motion passed unanimously.

City Manager is requesting City Council approve the Purchase and Sales Agreement (PSA) to purchase approximately 24.21 acres located on Palm Road & Gardenia Avenue from N.O.W. Matters More Foundation, Inc. (NOW).

City Manager reviewed the request and property history.

Faye Brandani addressed Council.

Motion by Council Member Pappalardo to approve the purchase and sales agreement. Seconded by Vice-Mayor Butlien. Motion passed unanimously.

**COUNCIL MEMBER REPORTS / COMMUNICATIONS:**

Member Reports/ Communications

- A. Mayor and Council Members
- B. City Manager
- C. City Attorney

**DATE OF UPCOMING MEETING / WORKSHOP:** Special City Council Meeting May 17, 2023, 6:30 p.m.

**ADJOURN:** The meeting was adjourned at 8:08 p.m.

**APPROVED:**

**CITY COUNCIL  
CITY OF DEBARY, FLORIDA**

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**Karen Chasez, Mayor**

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**Annette Hatch, CMC, City Clerk**



## **SPECIAL CITY COUNCIL MEETING**

May 17, 2023 at 6:30 PM

**City Council Chambers, 16 Colomba Rd.**

**DeBary, Florida 32713**

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### **MINUTES**

**CALL TO ORDER:** Mayor Chasez called the meeting to order at 6:30 p.m.

**ROLL CALL:** Mayor Chasez, Vice-Mayor Butlien, and Council Members Pappalardo and Stevenson are present. Council Member Sell; absent.

Others present: Carmen Rosamonda, City Manager; Giffin Chumley, City Attorney; Steven Bapp, Growth Management Director; Elizabeth Bauer, Finance Director; Eric Frankton, Information Technology Director; Jason Schaitz, Parks & Recreation Director; Annette Hatch, City Clerk; Delaney Lehman, Recreation Manager; and, David Rodriguez, Information Technology Technician.

**PUBLIC PARTICIPATION:** For any items **ON THE AGENDA**, citizen comments are limited to five (5) minutes per speaker. Speakers will be called when the item is introduced for discussion.

**DELETIONS OR AMENDMENTS TO THE AGENDA (City Charter Sec. 4.11):** Vice-Mayor Butlien requested Item No. 5 be moved to immediately after the Consent Agenda and Council concurred.

#### **PRESENTATIONS:**

Sid Vihlen, Jr., Volusia County Growth Management Committee Update: Mr. Vihlen gave a brief update on the Committee's appointments and applications received to date.

2022-2023 Service Learning Program Recognition: Jason Schaitz, Parks & Recreation Director, and Delaney Lehman, Recreation Manager, acknowledged the participants and presented each with a plaque.

#### **CONSENT AGENDA:**

The Parks and Recreation Department is requesting Council approve the attached Stage Rental and Production Services agreement with AxisPro Events, Inc. to provide the stage and production services at the City's 4th of July event.

The Parks and Recreation Department is requesting Council approve the attached grant application submitted by the DeBary Babe Ruth 8U Baseball All Star Team.

City Manager is requesting City Council reappoint Sid Vihlen, Jr. to the Volusia Growth Management Commission (VGMC) for the four-year term beginning July 1, 2023.

Motion by Vice-Mayor Butlien to approve the Consent Agenda. Seconded by Council Member Pappalardo. Motion passed unanimously.

This item was originally Item No. 5 on the Agenda.

City Manager is requesting City Council approve the Volusia County Public Works proposal WO# 23-0950 to revise the existing school zone on W. Highbanks Road and to install a new school zone on Donald E. Smith Blvd.

City Manager discussed the school traffic project and school zones relocation.

Stacie Projero, Girl Scout Troop 1401 Troop Leader, and the Girl Scouts of Troop 1401, Harmony Cassetta, Zuri Adbul, Olivia Heimerl, Alexandria Cassidy, Nadia Jones, Maren Projero and Addison Wright, addressed Council.

Motion by Council Member Stevenson to approve the Volusia County proposal. Seconded by Vice-Mayor Butlien. Motion passed unanimously.

#### **PUBLIC HEARINGS:**

Staff is requesting the City Council approve the second reading of Ordinance No. 04-2023, amending the Land Development Code (LDC) to define self-storage facilities and warehouses and provide development standards for self-storage facilities and mini warehouses fronting the Gateway Corridor.

City Attorney read the Ordinance into the record.

Staff reviewed the Ordinance and Gateway Corridor area.

No one addressed Council.

Motion by Vice-Mayor Butlien to approve the second reading of Ordinance No. 04-2023. Seconded by Council Member Pappalardo. Motion passed unanimously.

#### **NEW BUSINESS:**

City Manager is requesting City Council approve the Volusia County Public Works proposal WO# 23-0950 to revise the existing school zone on W. Highbanks Road and to install a new school zone on Donald E. Smith Blvd.

This Item was moved to Item No. 4 on the Agenda.

Gateway Center for the Arts is seeking approval to paint a mural on the park side of the Gateway Center Building.

Staff reviewed the request.

Terri Hoag addressed Council.

Motion by Vice-Mayor Butlien to approve the mural. Seconded by Council Member Stevenson. Motion passed unanimously.

City Manager is requesting the City Attorney to provide a briefing on the new Florida Live Local Act and its impact on the City's Comprehensive Plan, Zoning and Land Development Codes.

City Attorney reviewed the highlights of the bill and its impacts on the City's Land Development Code and Comprehensive Plan.

No one addressed Council.

This was an informational item and no vote was taken.

City Manager is requesting a discussion and guidance from the City Council on the status of the City's Strategic Initiatives.

City Manager reviewed the status of each initiative.

Council Members discussed the items and initiatives they would like to see added to the list.

This was an informational item and no vote was taken.

City Manager is requesting that the City Council approve the Local Government Cybersecurity Grant Agreement between the Florida Department of Management Services and the City of DeBary.

City Manager briefly described the grant agreement.

No one addressed Council.

Motion by Council Member Pappalardo to approve the agreement. Seconded by Council Member Stevenson. Motion passed unanimously.

#### **COUNCIL MEMBER REPORTS / COMMUNICATIONS:**

Member Reports/ Communications

A. Mayor and Council Members

B. City Manager: City Manager explained the change in the JAG Grant distribution. Mayor Chasez requested and received Council consensus to sign the amended letter.

C. City Attorney



**DATE OF UPCOMING MEETING / WORKSHOP:** Regular City Council Meeting June 7, 2023, 6:30 p.m.

**ADJOURN:** The meeting was adjourned at 9:08 p.m.

**APPROVED:**

**CITY COUNCIL**

**CITY OF DEBARY, FLORIDA**

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**Karen Chasez, Mayor**

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**Annette Hatch, CMC, City Clerk**



# City Council Meeting City of DeBary AGENDA ITEM

<b>Subject:</b> Approving Personnel Policy Updates	<b>Attachments:</b> <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Supporting Documents/ Contracts <input type="checkbox"/> Other
<b>From:</b> Wendy Cullen, Human Resource Director	
<b>Meeting Hearing Date</b> June 7, 2023	

## REQUEST

City staff requests City Council to approve Resolution #2023-04 – Revisions/Additions to the City of DeBary Personnel Policies & Procedures with an effective date of June 7, 2023.

## PURPOSE

The purpose of Resolution 2023-04 is to approve revisions to the Personnel Policies & Procedures.

## CONSIDERATIONS

Personnel Policies & Procedures govern many aspects of management and the employee relationship from the establishment of positions, recruitment, benefits, standards of conduct and other important factors. Having up-to-date human resource policies helps mitigate risk to an organization and provides a framework for expectations of performance, development, assessment and compensation.

The full Personnel Policies and Procedures was approved on December 2, 2020 through Resolution 2021-04 and a number of revisions were approved on March 1, 2023 through Resolution 2023-01. Since that time, it has become necessary to make a few minor changes to existing policies. Additionally, the City of DeBary is migrating to an automatic time keeping system that will track hours worked and import directly into the payroll system.

The recommended changes to current policy are:

- **Veterans' Preference** – ensuring hiring policies are consistent with Florida Statues; developing a recruitment plan to encourage the applications of eligible veterans and their family.
- **Pay During a Declared Local State of Emergency** – clarifying instances in which exempt, salaried employees may receive additional compensation during emergency situations.
- **Electronic Time Sheets** – The City of DeBary is migrating to an electronic timekeeping system. This establishes a policy for staff to clock in at the beginning of their shift, and out at the end. It provides for consequences for failing to utilize the electronic system, and creates the ability for staff to request paid time off. Time collected in the system will be imported directly into the payroll system for the generation of employee checks.

**COST/FUNDING**

Not applicable.

**RECOMMENDATION**

It is recommended that the City Council approve the Revisions/Additions to the City of DeBary Personnel Policies and Procedures with an effective date of June 7, 2023.

**IMPLEMENTATION**

The revised/additional policies shall be merged into the full City of DeBary Personnel Policies and Procedures.

**ATTACHMENTS**

Veterans' Preference (revised)  
Pay During a Declared State of Emergency (revised)  
Time and Attendance (revised)  
Resolution 2023-04

**RESOLUTION NO. 2023-04**

**A RESOLUTION OF THE CITY OF DEBARY, FLORIDA; ADOPTING THE REVISIONS TO CERTAIN SECTIONS OF THE PERSONNEL POLICIES & PROCEDURES MANUAL; ADOPTING AN AUTOMATIC TIME KEEPING POLICY; PROVIDING FOR SEVERABILITY, CONFLICTS AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of DeBary adopted Ordinance No. 95-06 on May 3, 1995 to establish Personnel Rules and Regulations; and

**WHEREAS**, subsequently the Personnel Rules and Regulations of the City of DeBary were amended by Ordinance No. 95-18, Resolution No. 99-31, Resolution No. 00-09, Resolution No. 01-26, Resolution No. 10-04, Resolution 2021-04; and Resolution 2023-01; and

**WHEREAS**, it is the desire of the City Council of the City of DeBary to maintain the Personnel Rules and Regulations to more accurately reflect current employment practices and standards; and

**IT IS HEREBY RESOLVED BY THE CITY OF DEBARY AS FOLLOWS:**

**SECTION 1.** That the Revised Personnel Policies & Procedures, dated June 2023, which is hereto attached as Exhibit A is incorporated herein by reference.

**SECTION 2. SEVERABILITY.** If any part of this Resolution is found to be invalid, the remainder shall nevertheless be given full force and effect.

**SECTION 3. CONFLICTS.** This Resolution shall control over any Resolutions or parts of Resolutions in conflict herewith.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect on June 7, 2023.

**ADOPTED BY** the City Council of the City of DeBary, Florida this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**CITY COUNCIL  
CITY OF DEBARY, FLORIDA**

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**Karen Chasez, Mayor**

**ATTEST:**

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**Annette Hatch, City Clerk**

## **ARTICLE IV – EMPLOYMENT PROCESS**

### **Section 4. – Veterans’ Preference**

Chapter 295 of the Florida Statutes sets forth certain requirements for public employers to provide preference in appointment, retention, and promotion, to certain veterans, as well as spouses and certain specified family members of veterans. The relevant portions of the law apply to “the state and its political subdivisions.” As part of veterans’ preference, the City of DeBary may choose to waive a postsecondary educational requirement, in whole or in part, for a position of employment for a current member of any reserve component of the United States Armed Forces or the Florida National Guard or a veteran who has been honorably discharged, where the person is otherwise qualified for the position.

#### **A. Categories of Protected Individuals**

Section 295.07 F.S., extends veterans’ preference to individuals:

1. A veteran with a service-connected disability that served on active duty in any branch of the U.S. Armed Forces and received an honorable discharge, who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans Affairs and/or the Department of Defense.
2. The spouse of a person who has a total disability, permanent in nature, resulting from a service-connected disability and who, because of this disability, cannot qualify for employment, and the spouse of a person missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.
3. A wartime veteran as defined in s. 1.04(14), who has served at least one (1) day during a wartime period. Active duty training may not be allowed for eligibility under this paragraph.
4. The un-remarried widow or widower of a veteran who died of a service-connected disability.
5. The mother, father, legal guardian, or un-remarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the United States Department of Defense.
6. A veteran as defined in s. 1.01(14). Active duty for training may not be allowed for eligibility under this paragraph.
7. A current member of any reserve component of the United States Armed Forces or the Florida National Guard.

*Note:* To receive preference as a wartime veteran pursuant to Section 295.07, F.S., a veteran must have served in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized or a veteran who has served on active duty in a non-training status for at least one (1) day during one of the periods of wartime service as defined in Section 1.01(14) F.S.

#### **B. Required Notice by Employers**

Public employers must give notice in all announcements and advertisements of vacancies that preference in appointment will be given to preference-eligible applicants, and application forms must inquire as to whether the applicant is claiming veterans’ preference, and whether the applicant has claimed such a preference. The regulations provide that an applicant claiming preference is responsible

for providing required documentation at the time of making application, but also state that the covered employer must inform applicants of the requirement for documentation.

#### **C. Recruitment Plan**

The City of DeBary shall establish annual recruitment goals with the intent to increase veterans' awareness of employment opportunities within the organization, as well as assisting veterans with the successful navigation of the recruiting and onboarding process.

#### **D. Documentation Requirements**

Applicants claiming veterans' preference are responsible for providing the required documentation at the time of submitting an application or prior to the closing date of the vacancy announcement.

#### **E. Administration**

Human Resources shall be responsible for administration of the Veterans' Preference Program.

#### **F. Preference Required at Each Step**

An eligible veteran is entitled to preference at each stage of the hiring process, however the preference is not absolute.

#### **G. Preference When a Numerically Based Selection Process is Not Used**

Preference must be given at each step of the process to protected individuals provided such persons possess the minimum qualification necessary to discharge the duties involved. The rule defines "minimum qualifications" to mean a "specification" of the kinds of experience, training, education and/or licensure or certification that provides "appropriate job-related evidence that an applicant possesses the minimum required knowledge, skills, and abilities necessary to the discharge of the duties involved."

#### **H. Other Provisions Regarding Preference**

1. Preference in layoffs: Where a layoff is necessitated in a covered position, similar preferences must be given to the covered employee in the retention process. In positions where workforce reduction plans or layoffs are necessitated, employers shall credit the amount of time the preference-eligible employee served on active duty in the U.S. Armed Forces, U.S. Armed Forces Reserves, or Florida National Guard as years of service with the employer for the purposes of determining seniority. Service shall be credited on a year-for-year and month-for-month basis. Records shall be maintained which document the manner of retention and the propriety of the retention process and decision in accordance with federal and state laws.
2. Preference in reinstatement or reemployment: Where an employee in a covered position leaves employment for the purpose of service in the armed forces, he or she is entitled to reinstatement or reemployment upon release or honorable discharge from active military service within 1 (one) year of the date of discharge or separation from military service.
3. Promotion preference: Promotion preference applies only to a veteran's first promotion after reinstatement or reemployment. If the reinstated or reemployed person is not

promoted, the person retains promotion preference eligibility until the first promotion following reemployment is satisfied.

**I. Exempt Position**

Veterans' preference is not applicable to positions filled by popular election (or person appointed to fill a vacancy in such position), members of boards or commissions, persons employed on a temporary basis without benefits, and positions that require the person be licensed by the Florida Bar.

**J. Recruitment Plan**

Annually, the City of DeBary shall develop a recruitment plan and shall provide required statistical data as required.

**K. Enforcement**

If an applicant claiming veterans' preference for a vacant position and is not selected, they may file a complaint with the Florida Department of Veterans' Affairs (FDVA). The complaint must be made within 6- days from the date a non-select notice was received. The FDVA can investigate and make a determination as to whether a violation has occurred.





## ARTICLE XVI - PAY FOR WORK DURING EMERGENCIES OR DISASTERS

(Revised May 2023)

### Section 12 Pay During a Declared Local State of Emergency

#### A. Emergency Administrative Leave

1. Employees who are not required to be actively at work during the declared local state of emergency and who have been asked to leave early, arrive late, or for any other related workplace closure shall receive their regular pay for the hours they normally would have worked.
2. Time shall be recorded as Emergency Administrative Leave (EA). This time will not be charged against an employee's accrued paid time off balance.
3. Employees who are on a previously scheduled leave and utilizing their accrued paid time off shall not receive Emergency Administrative Leave.
4. Employees will also not receive EA if it is their normally scheduled day off.
5. EA does not count as hours worked for the purposes of computing overtime.
6. During a full or partial closure, it is the responsibility of the employee to maintain contact with their supervisor so that they can return to work at the appropriate time. Employees who fail to return when operations resume will be charged paid time off for the period between when they were expected to return to work and their actually reporting to work.

#### B. Emergency Duty Pay ~~—Non-Exempt Employees~~

1. Employees who are required to be actively at work during a declared local state of emergency shall be paid for all hours actually worked. Hours worked in direct support of emergency operations shall be recorded as Emergency Duty Pay (ED). Hours worked that are not in direct support of emergency operations shall be recorded as regular hours.
2. During a declared local state of emergency, exempt employees will be compensated for hours worked over and above the normal workweek if the employee is performing work directly related to the emergency **and with the approval of the City Manager**. Such time shall be paid at their current rate of pay, converted to an hourly equivalent. **Exempt employees are not entitled to overtime pay and any additional hours shall be paid at straight time.** Documentation of such work may be required on the form authorized by

Finance and/or Human Resources and/or other governing body. Failure to complete could affect the timing and/or approval of ED pay.

3. Those employees required to be actively at work will also receive Emergency Administrative Leave for the period that operations are suspended or closed in the same manner as those employees that were not required to be actively at work.
  4. Only those hours actively worked shall be counted in overtime calculations.
- C. It is possible that during a declared local state of emergency, some City services will remain suspended while others will resume normal operations.
1. Employees who continue to perform work directly in support of the local declared state of emergency shall continue to record those hours as ED.
  2. Work performed that is not related to the declared local state of emergency and are part of normal operations shall be reported as regular hours.
- D. This policy will cease to apply when the declared local state of emergency is terminated or expires.

## **ARTICLE XIV - TIME AND ATTENDANCE**

(Revised May 2023)

### **Section 1. General**

- A. An employee shall be in regular attendance at work and punctual and regular attendance is the responsibility of every employee. All departments shall keep daily attendance records. Any tardiness or absence causes problems for fellow employees and supervisors and distracts from providing a desirable level of service to our citizens. An employee who exhibits frequent unapproved absenteeism or a pattern of absenteeism shall be subject to disciplinary action up to and including the termination of employment.
- B. Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled work hours are disruptive and must be avoided. The purpose of this policy is to promote the efficient operation of the City and minimize unscheduled absences.
- C. Any employee who fails to report to work without prior notification to his/her supervisor for a period of three consecutive days or more will be considered to have voluntarily resigned their position with the City.

### **Section 2. Absence**

- A. Absence is defined as failure to report for and remain at work as scheduled, including arriving late and leaving early. Absence includes all time lost from the job whether excused or unexcused, avoidable or unavoidable.
- B. Absences will be considered excused when the employee provides sufficient notice to his/her supervisor, the request is approved and the employee has accrued paid time off to cover the absence. An absence shall also be considered approved if the employee is on approved Family and Medical Leave and they have exhausted all available accrued paid time off.
- C. All absences not considered excused will be considered unexcused.
- D. Tardiness is a form of absence and occurs when an employee is late arriving for his/her scheduled shift. Employees are required to contact their supervisor if they know that they will be unable to report to work in a timely manner. Employees who are habitually tardy may be subject to disciplinary action up to and including termination.
- E. The City of DeBary reserves the right to request verification of illness/injury for any absence of at least three consecutive days. If an illness or injury prevents an employee from performing their regularly scheduled duties, a physician's statement must be provided, if requested, verifying:

1. If and when the employee will be able to return to work;
  2. Whether the employee is capable of performing their regularly scheduled duties; and,
  3. What restrictions, if any, the employee may have and the anticipated duration of such restrictions.
- F. Employees who do not maintain an acceptable attendance record may be subject to disciplinary action up to and including the termination.

### **Section 3. Electronic Time Sheets**

The City of DeBary has adopted an electric time sheet system. This will ensure an accurate record of staff attendance and time worked for proper compensation while adhering to the requirements of the Fair Labor Standards Act (FLSA). All FLSA non-exempt employees must clock in and out using the approved timekeeping technology. It is the employee's responsibility to clock in and out and to report any problems to their immediate supervisor. City administration, in conjunction with Department Directors, shall determine the employee's work hours.

- A. The City of DeBary has adopted an electronic time sheet system. Employees shall use the technology available to clock in and out. Employees who do not utilize the system shall be subject to disciplinary action in accordance with the City of DeBary Personnel Policies & Procedures.
- B. Geofences will be created that allow staff to clock in and out at their assigned location.
- C. Employees shall monitor their punches and advise their supervisor immediately of any problems with their electronic time card.
- D. Employees shall notify their supervisor immediately of their inability to clock in/out. The supervisor shall then maintain a record of the employee's time and notify Human Resources of the issue with the system.
- E. The system uses a seven (7) minute rounding systems that pays to the closest quarter hour (15-minutes). For example, a clock in punch at six (6) minutes after the hour will round to the top of the hour and a clock in punch at eight (8) minutes after the hour round to fifteen minutes past.
- F. Employees must have prior supervisor approval to receive overtime pay. This includes pre-approval to work through a lunch period. Supervisors are responsible for documenting whether the employee had permission to clock in early or out late and why. Employees who clock in/out without permission more than seven (7) minutes before the start of their

shift, or more than seven (7) minutes after their shift ends, may be subject to disciplinary action in accordance with the City of DeBary Personnel Policies & Procedures.

- G. It is prohibited for employees to clock in or out for another employee. Any employee who clocks in our out for another employee may be subject to disciplinary action in accordance with established policy.
- H. It is prohibited for a supervisory employee to edit his/her own time card. It is also prohibited for a supervisory employee to edit the timecard of a relative who is employed by the City.
- I. An employee not present at his or her assigned workstation on time may be considered to be tardy by his or her supervisor even if they “clock in” on time, if the supervisor determines that the employee was not present for duty.

#### **Section 4. Automated Time Sheet Disciplinary Guidelines**

- A. For this policy, occurrences are defined as portraying a pattern of failing to clock in or out or clocking in early or out late without supervisory permission. Six occurrences within a six (6) month period of time may result in the beginning or continuation of the progressive disciplinary process.
- B. Depending upon the seriousness of the act, the supervisor may initiate a diversion from the normal progressive disciplinary steps. Employees who exhibit a pattern of occurrences may be subject to disciplinary action even if the total number of occurrences has not reached the normal disciplinary process level.

#### **Section 5. Clock In/Clock Out Procedures**

This procedure applies to all non-exempt staff.

- A. Clock in at the beginning of the work day/shift and clock out at the end of the assigned work day/shift.
- B. It is not necessary to clock in/out for breaks or lunch. The electronic system will automatically assess the employees’ assigned lunch, morning, and afternoon breaks.
- C. Should an employee forget to clock in our out, they shall notify their immediate supervisor as soon as possible.
- D. Continuous failure to clock in/out, even if the immediate supervisor is notified, is an abuse of these procedures and may result in disciplinary action.
- E. Clocking in and out is required for regularly scheduled work times and overtime.

- F. When called out for an emergency, time begins when the employee leaves home.
- G. An employee called back to work for an emergency shall note the time and requestor's name so the appropriate record keeping may be completed by the supervisor.
- H. All time off requests, if known in advance, must be made using the electronic system.
- I. All time that is to be paid must be recorded on the automated time card. Missed time is to be entered into the system by the employee's direct supervisor.
- J. Normal policies and practices for overtime shall be followed. If an employee is scheduled to work (non-emergency), then the employee's work schedule may be adjusted so as to not exceed forty (40) hours per workweek, if possible.

#### **Section 5. Requesting Paid Time Off**

This procedure applies to all staff.

- A. Employees shall use the automated time keeping system to request paid time off.
- B. The employee's supervisor shall approve/disapprove the request.
- C. In the event a full-time employee does not work a full forty (40) hours as tracked through the automated system, paid time off will be used to offset any shortages.



**City Council Meeting  
City of DeBary  
AGENDA ITEM**

<b>Subject:</b> Resolution 2023-03; S. Shell Road Maintenance Map	<b>Attachments:</b> <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Supporting Documents/ Contracts <input type="checkbox"/> Other
<b>From:</b> Carmen Rosamonda, City Manager	
<b>Meeting Hearing Date</b> June 7, 2023	

**REQUEST**

City Manager is requesting City Council to adopt Resolution #2023-03 approving and authorize filing of a Maintenance Map for a portion of Shell Road.

**PURPOSE**

The purpose of the Maintenance Map is to accurately depict the City right-of-way of S. Shell Road from Fort Florida Road to approximately 1246.56 feet north.

**CONSIDERATIONS**

- Pursuant to Section 95.361, F.S., when a road has been regularly maintained and repaired for the immediate past seven years by a municipality, the road shall be deemed to be dedicated to the public and all rights, title, easement and appurtenances in and to the road vest in the municipality.
- The City of DeBary has regularly maintained and repaired that portion of Shell Road more particularly described in the attached Maintained Right-of-Way Map (hereinafter “Maintenance Map”) for decades, including for the immediate past seven years.
- Upon approval, the City will file the Maintenance Map in the office of the Clerk of the Court of Volusia County. The filing of the Maintenance Map is prima evidence of the City’s ownership of that portion of S. Shell Road.

**COST/FUNDING**

There is no cost associated with this approval.

**RECOMMENDATION**

It is recommended that the City Council adopt Resolution #2023-03 approving and authorize filing of a Maintenance Map for a portion of Shell Road.



**IMPLEMENTATION**

Upon approval, Staff will record the Maintenance Map with Volusia County Clerk of the Court.

**ATTACHMENTS**

Resolution #2023-03  
Maintenance Map

## **RESOLUTION NO. 2023-03**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEBARY, FLORIDA; APPROVING AND AUTHORIZING THE FILING OF A MAINTENANCE MAP FOR A PORTION OF SHELL ROAD AND DECLARING THAT SAID ROADWAY HAS VESTED IN THE CITY OF DEBARY BY DEDICATION PURSUANT TO SECTION 95.361, FLORIDA STATUTES, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to Florida Statutes Section 95.361, when a road has been regularly maintained and repaired for the immediate past seven years by a municipality, the road shall be deemed to be dedicated to the public and all rights, title, easement and appurtenances in and to the road vest in the municipality; and

**WHEREAS**, the City of DeBary has regularly maintained and repaired that portion of Shell Road more particularly described in the attached Maintained Right-of-Way Map (hereinafter “Maintenance Map”) for decades, including for the immediate past seven years; and

**WHEREAS**, the City of DeBary desires to file the Maintenance Map in the office of the Clerk of the Circuit Court of Volusia County showing and reciting that all rights in the road have vested in the City of DeBary; and

**WHEREAS**, pursuant to Florida Statute Section 95.361, the filing of the Maintenance Map in the office of the Clerk of the Circuit Court of Volusia County shall be prima evidence of the City of DeBary’s ownership of that portion of Shell Road identified in the Maintenance Map.

#### **IT IS HEREBY RESOLVED BY THE CITY OF DEBARY AS FOLLOWS:**

**SECTION 1.** The above recitals are true and accurate and are incorporated herein.

**SECTION 2.** The Maintenance Map is hereby approved by the City of DeBary City Council. All rights, title, easement and appurtenances in and to that portion of Shell Road identified in the Maintenance Map have vested in the City of DeBary pursuant to Section 95.361, Florida Statutes. The Mayor and City Clerk are authorized to execute and make the certifications required for accepting and filing the Maintenance Map.

**SECTION 3.** The City Clerk is instructed to file the Maintenance Map in the Office of the Volusia County Clerk of Court.

**SECTION 4.** This Resolution shall take effect immediately upon the recording of the Maintenance Map in the public records of Volusia County, Florida.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2023.

**ATTEST:**

**CITY COUNCIL  
CITY OF DEBARY, FLORIDA**

Annette Hatch, City Clerk

Karen Chasez, Mayor

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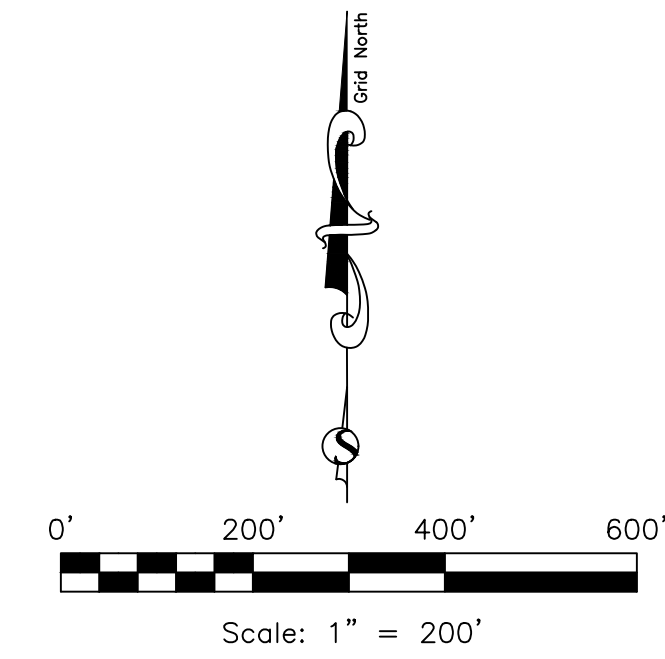
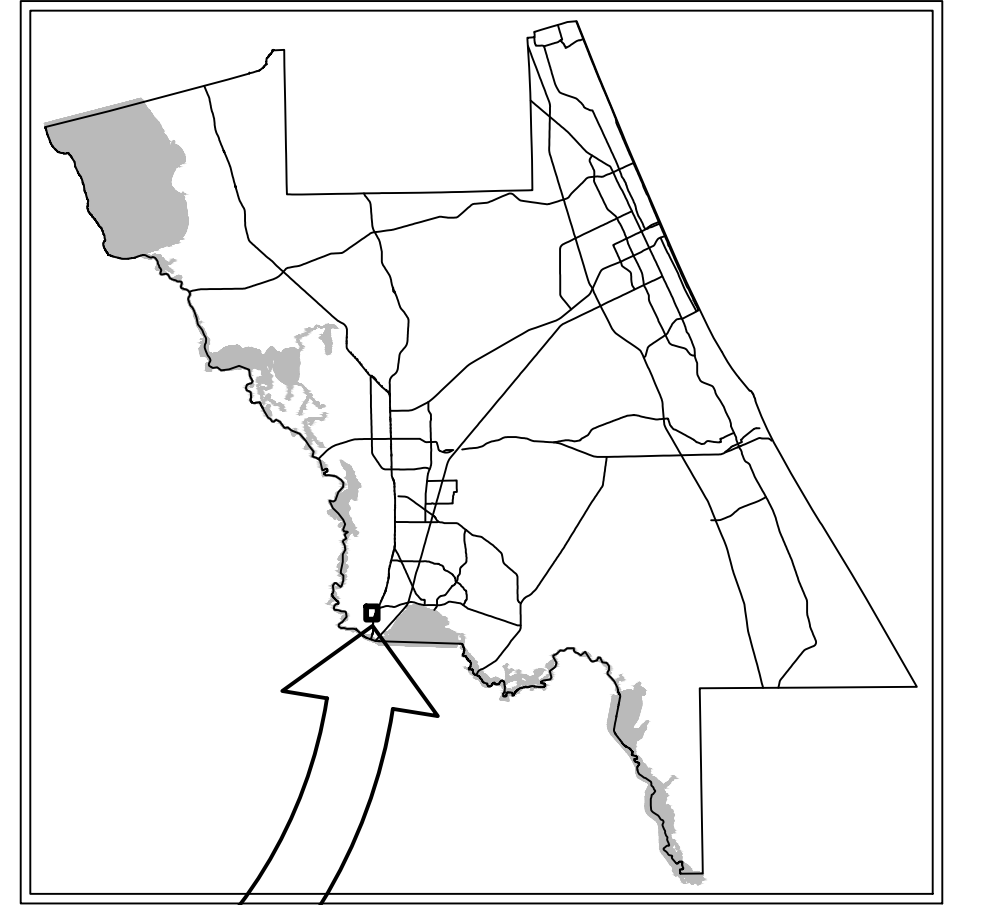
**LEGEND**

(C) Calculated Measurement	PSM Professional Surveyor and Mapper
FDOT Florida Department of Transportation	P Property Line
ID. Identification	RT Right
LB Licensed Business	STA Station
LT Left	● Found Iron Pipe or Rod
OR Official Records	⊙ Section Corner

**CITY OF DEBARY  
SECTION 9, TOWNSHIP 19 SOUTH, RANGE 30 EAST  
VOLUSIA COUNTY, FLORIDA**

**MAINTAINED RIGHT-OF-WAY MAP  
SOUTH SHELL ROAD**

**VICINITY MAP**



**Maintained Right-of-way Description: As Written by SurvTech Solutions**

COMMENCE at a point marking the Southwest corner of the Northwest 1/4 of the Northeast 1/4 of Section 9, Township 19 South, Range 30 East, Volusia County, Florida; thence coincident with the South boundary of the Northwest 1/4 of the Northeast 1/4 of said Section 9, N 89°57'25" E a distance of 355.40 feet to a point coincident with the East boundary of the West 355.40 feet of the Northwest 1/4 of said Section 9; thence departing said South boundary, coincident with said East boundary, N 00°06'16" E a distance of 70.09 feet to a point coincident with the North Right-of-way boundary of Fort Florida Road per Official Records Book 7811, Page 4592, of the Public Records of Volusia County, Florida, said point being the POINT OF BEGINNING; thence departing said East boundary, coincident with said North Right-of-way boundary, N 89°19'41" W a distance of 20.00 feet to a point coincident with a line being 20.00 feet West of and parallel to the East boundary of the West 355.40 feet of the Northwest 1/4 of the Northeast 1/4 of said Section 9; thence departing said North Right-of-way boundary, coincident with said parallel line, N 00°06'16" E a distance of 1246.57 feet to a point coincident with the North boundary of the Northeast 1/4 of said Section 9; thence departing said parallel line, coincident with said North boundary, N 89°54'28" E a distance of 20.00 feet to a point coincident with the East boundary of the West 355.40 feet of the Northwest 1/4 of the Northeast 1/4 of said Section 9; thence departing said East boundary, continue coincident with said North boundary, N 89°54'28" E a distance of 15.00 feet; thence departing said North boundary, S 00°22'11" E a distance of 162.38 feet; thence S 00°02'34" E a distance of 100.33 feet; thence S 00°32'29" E a distance of 99.43 feet; thence S 00°29'56" W a distance of 9.36 feet; thence S 00°29'55" W a distance of 90.65 feet; thence S 00°41'37" E a distance of 99.45 feet; thence S 00°30'56" E a distance of 103.63 feet; thence S 00°11'10" W a distance of 77.79 feet to a point coincident with the South boundary of the North 743.00 feet of the Northwest 1/4 of the Northeast 1/4 of said Section 9; thence coincident with said South boundary, S 89°54'28" W a distance of 4.43 feet to a point coincident with a line being 15.00 feet East of and parallel to the East boundary of the West 355.40 feet of the Northwest 1/4 of the Northeast 1/4 of said Section 9; thence departing said South boundary, coincident with said parallel line, S 00°06'16" W a distance of 504.03 feet to a point coincident with the aforesaid North Right-of-way boundary of Fort Florida Road per Official Records Book 7811, Page 4592; thence departing said parallel line, coincident with said North Right-of-way boundary, N 89°19'41" W a distance of 15.00 feet to the POINT OF BEGINNING.

Containing an area of 45380.08 square feet, 1.042 acres, more or less.

**CERTIFICATION OF MAYOR AND CITY CLERK**

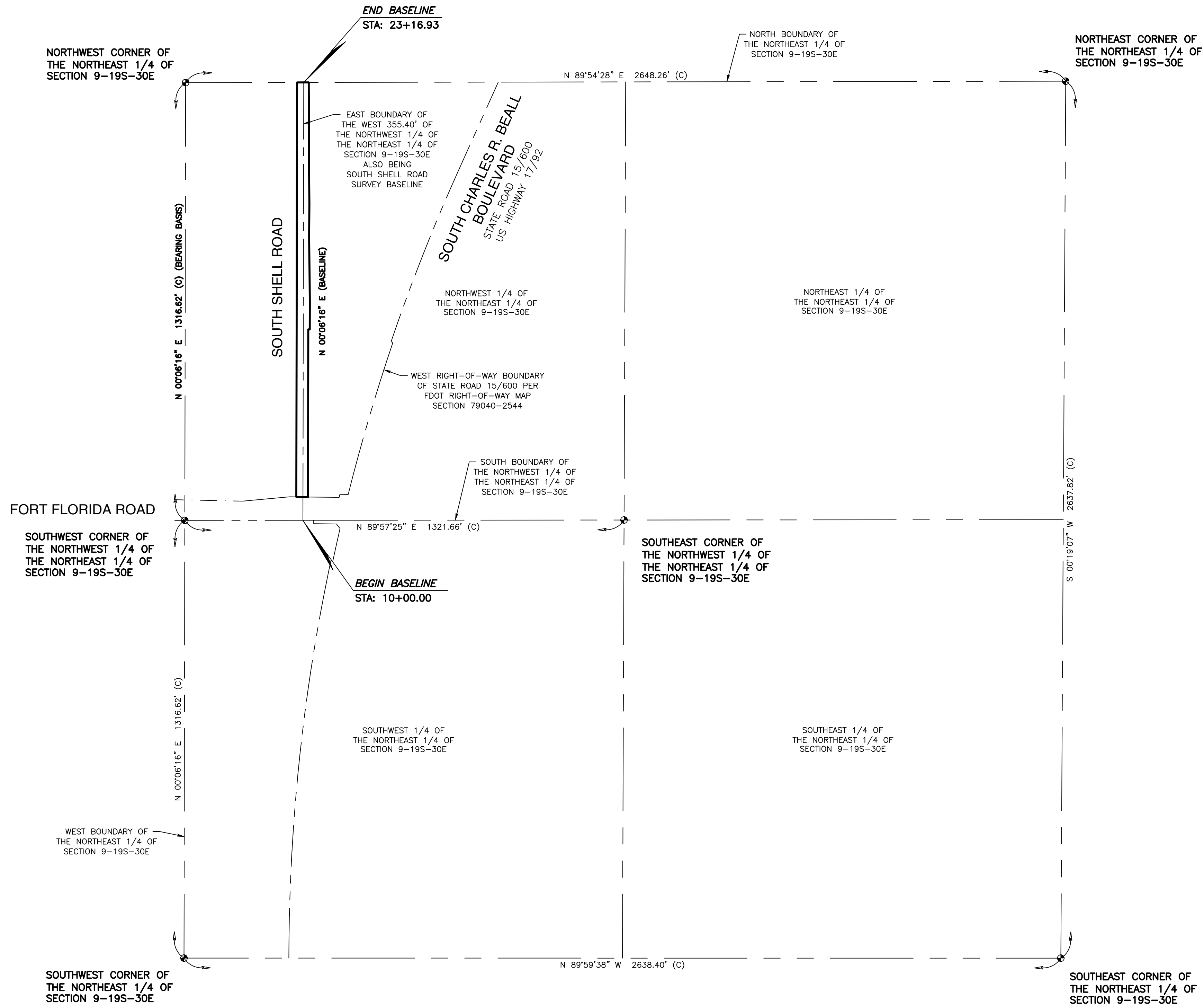
The undersigned Mayor and City Clerk of the City of DeBary, Florida, hereby certify that the Maintained Right-of-way depicted on this Maintained Right-of-way Map has vested in the City of DeBary, Florida, in accordance with Florida Statute 95.361(2), because it has been regularly maintained and repaired for the immediate past seven years by the City of DeBary, Florida. This certification is made on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Karen Chassez  
Mayor

Annette Hatch  
City Clerk

**SURVEYOR'S NOTES**

- 1.) Paper copies of this survey are not valid without the original signature and raised seal of a Florida Licensed Surveyor and Mapper. Digital copies are not valid without the digital signature of a Florida Licensed Surveyor and Mapper.
- 2.) This Specific Purpose Survey was prepared for the purpose of delineating the Maintained Right-of-way limits of a portion of South Shell Road, located in Volusia County, Florida.
- 3.) The bearing structure for this survey is based on a North American Datum (NAD) 1983 Florida State Plane East Zone, bearing of N 00°06'16" E for the West Boundary of the Northeast 1/4 of Section 9-19S-30E.
- 4.) The horizontal datum utilized for this survey is North American Datum (NAD) 1983 Florida East Zone, 2011 Adjustment, U.S. Survey Feet. Said datum was established by utilizing the Florida Permanent Reference Network (FPRN).
- 5.) This survey has been performed without benefit of title policy or abstract. Therefore surveyor can make no guarantees to ownership or encumbrances. There may be additional easements and restrictions that can be found within the Public Records of Volusia County.
- 6.) The Sectional Boundaries, Right-of-way Boundaries, Plat and Parcel Boundaries depicted hereon are based on Certified Corner Records, Plats, Deeds, and other documents as recorded by the Florida Department of Environmental Protection, and within the Public Records of Volusia County, Florida. Additional information was obtained through the Volusia County Property Appraiser's website, including property owner information, which was obtained on the date of survey.
- 7.) The field work performed in support of this survey was completed by SurvTech Solutions, Inc., on April 27, 2023, and April 28, 2023.
- 8.) The Maintained Right-of-way limits for a portion of South Shell Road were field designated by Chad Qualls, Public Works Superintendent, and Yoandy Flores, Engineer, City of DeBary Public Works Department, on April 27, 2023.
- 9.) Attention is directed to the fact that this survey may have been altered in size by reproduction. This must be considered when obtaining scaled data.



Project Location

**CERTIFICATION OF APPROVAL BY THE DEBARY CITY COUNCIL, VOLUSIA COUNTY, FLORIDA**

THIS IS TO CERTIFY, that on \_\_\_\_\_ the foregoing map was approved by the DeBary City Council, Volusia County, Florida.

Chair of the DeBary City Council, Volusia County, Florida

Attest:  
City of DeBary City Manager

**CERTIFICATION OF CLERK**

I HEREBY CERTIFY, that I have examined the foregoing map and find that it complies in form with all the requirements of Chapter 95.361 Florida Statutes, and was filed for record on \_\_\_\_\_ at \_\_\_\_\_ RECORDED IN RIGHT-OF-WAY BOOK \_\_\_\_\_ PAGE \_\_\_\_\_

Circuit Court Clerk, Volusia County, Florida

**SURVEYORS CERTIFICATION**

I HEREBY CERTIFY THAT THIS MAP CORRECTLY REPRESENTS A SURVEY OF THE LANDS SHOWN AND DESCRIBED HEREON, AND MEETS OR EXCEEDS THE STANDARDS OF PRACTICE FOR SURVEYING PURSUANT TO SECTION 472.027, FLORIDA STATUTES, AND CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE.

Ryan E. Fowler PSM No. 6826  
SurvTech Solutions, Inc. LB No. 7340

NO.	REVISIONS DESCRIPTION	DATE	APPROVED



CITY OF DEBARY  
VOLUSIA COUNTY, FLORIDA  
PUBLIC WORKS DEPARTMENT  
16 COLOMBA ROAD, DEBARY, FL 32713  
PHONE: (386) 668-2040  
www.debary.org

SPECIFIC PURPOSE SURVEY  
MAINTAINED RIGHT-OF-WAY MAP

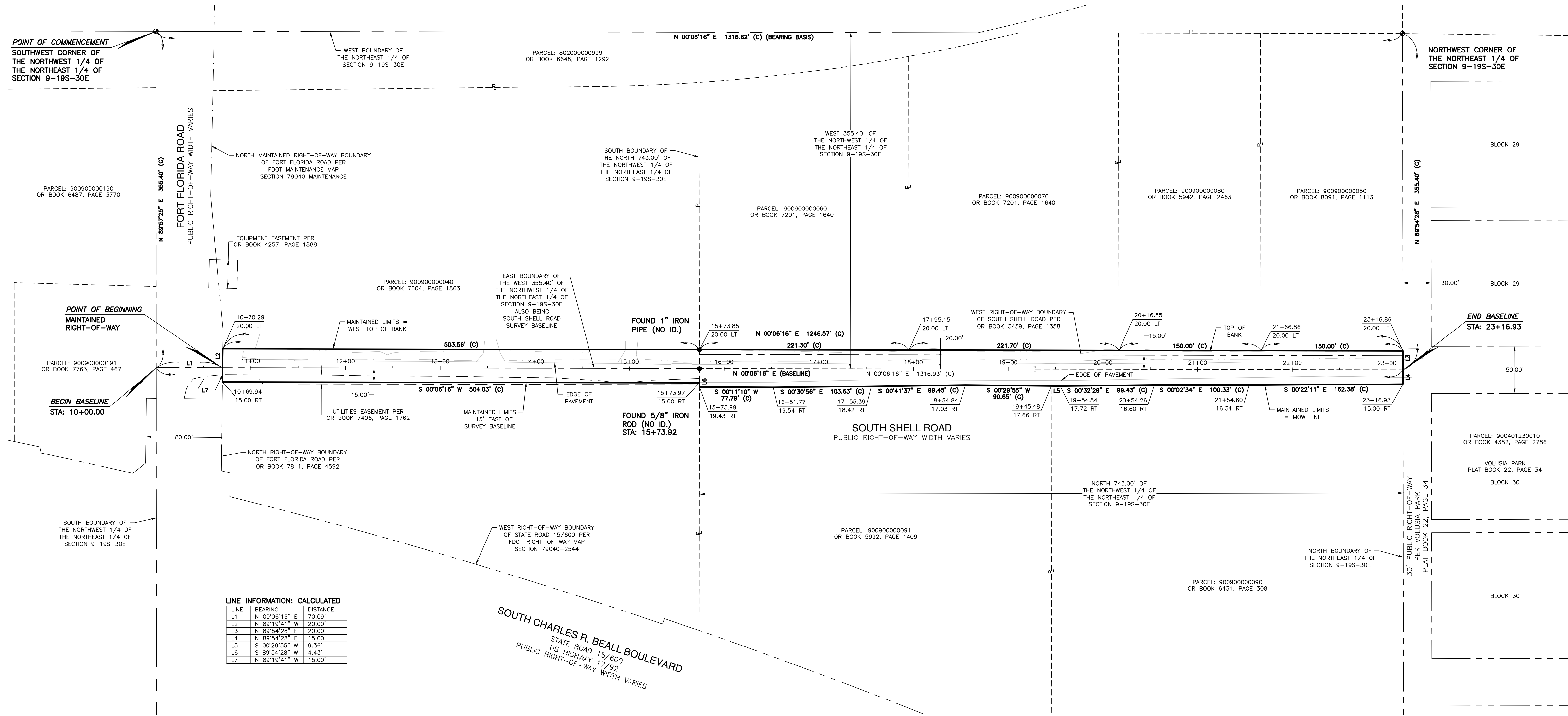
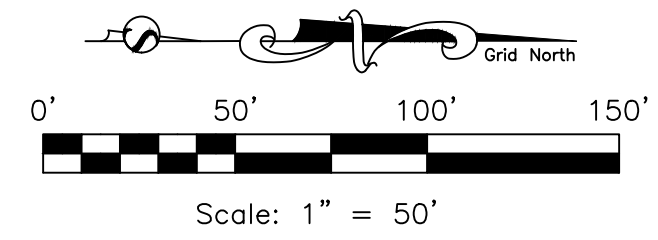
SOUTH SHELL ROAD

SECTION	9	DRAWN BY:	RCE	SURVTECH PROJECT NO. 230636
TOWNSHIP	19 SOUTH	CHECKED BY:	REF	
RANGE	30 EAST	DATE:	MAY 24, 2023	

# CITY OF DEBARY

## SECTION 9, TOWNSHIP 19 SOUTH, RANGE 30 EAST

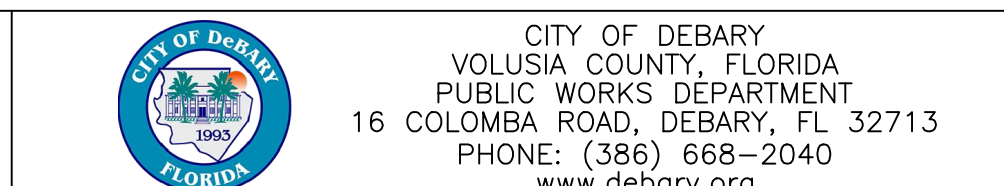
### VOLUSIA COUNTY, FLORIDA



**LINE INFORMATION: CALCULATED**

LINE	BEARING	DISTANCE
L1	N 00°06'16" E	70.09'
L2	N 89°19'41" W	20.00'
L3	N 89°54'28" E	20.00'
L4	N 89°54'28" E	15.00'
L5	S 00°29'55" W	9.36'
L6	S 89°54'28" W	4.43'
L7	N 89°19'41" W	15.00'

NO.	REVISIONS DESCRIPTION	DATE	APPROVED



SPECIFIC PURPOSE SURVEY  
MAINTAINED RIGHT-OF-WAY MAP

SOUTH SHELL ROAD

SECTION	9	DRAWN BY:	RCE	SURVTECH PROJECT NO. 230636
TOWNSHIP	19 SOUTH	CHECKED BY:	REF	
RANGE	30 EAST	DATE:	MAY 24, 2023	



# City Council Meeting City of DeBary AGENDA ITEM

<b>Subject:</b> Kimley- Horn Engineering Services – Gateway Park Entrance	<b>Attachments:</b> <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Supporting Documents/ Contracts <input type="checkbox"/> Other
<b>From:</b> Carmen Rosamonda, City Manager	
<b>Meeting Hearing Date</b> June 7, 2023	

## REQUEST

City Manager is requesting City Council to approve Kimley-Horn’s IPO #18, Gateway Park Entrance and Signal Design, Engineering and Permitting.

## PURPOSE

The purpose is to improve vehicular and pedestrian safety by eliminating U-turns getting into and out of Gateway Park.

## CONSIDERATIONS

- 100% of the visitors to Gateway Park must make a U-turn on Highway 17-92, either coming to the park or leaving. The speed limit in front of the park is 45 mph.
- This project combines 3 strategic initiatives, Gateway Park Entrance, Additional Parking at Gateway, and City Welcome Signage for North and South Entrances on Highway 17-92. The design will include a median in the entrance and will provide the opportunity to place a City and Gateway Entrance Sign at a later date. It will also provide the opportunity to add more parking.
- The City hired Kimley-Horn approximately 12 months ago to provide some concepts and determine whether the Saxon Blvd/Hwy 17-92 intersection can be altered into a 4-way signaled intersection and also serve as the new Gateway Park entrance. The concept is attached.
- This design and engineering project order is in two parts subject to FDOT requirements. First, the design and engineering of the entrance and access to the front parking lot will cost \$73,450. The parking lot running on the north side of the Gateway building is not included. Second, if needed and required by FDOT, the design and engineering of signal post arms and/or new mast arms will cost \$73,750. Total cost, if all is required, is \$147,200.
- The design and engineering of the Gateway Park Entrance is needed at this time for proportionate share negotiations with Saxon Point, which has filed an application for development review. Saxon Point is the PUD development on the southeast corner of Saxon Blvd/Hwy 19-92

intersection. There are 4 vacant commercial lots along Hwy 17-92. Ladybird Academy and Saxon Cove subdivision are located behind the vacant commercial lots.

**COST/FUNDING**

The total cost for both entrance and signalization design and engineering is \$147,200. If the engineering for the traffic signals are not required by FDOT, the cost will be \$73,450. The final cost will be allocated to the City's Park Benefit Impact Fee. A budget amendment will be done later this calendar year.

**RECOMMENDATION**

It is recommended that the City Council approve Kimley-Horn's IPO #18, Gateway Park Entrance and Signal Design, Engineering and Permitting for \$147,200.

**IMPLEMENTATION**

Immediately upon Approval

**ATTACHMENTS**

- Kimley-Horn IPO #18
- Gateway Entrance Concept
- Aerial of Intersection
- Saxon Point Renderings

## INDIVIDUAL PROJECT ORDER NUMBER 18

May 18, 2023

Describing a specific Agreement between Kimley-Horn and Associates, Inc. ("Kimley-Horn") and The City of DeBary (the "Client" or the "City") in accordance with the terms of the Continuing Contract for Professional Engineering Services ("Contract") dated January 6, 2021, which is incorporated herein by reference.

### ***Identification of Project:***

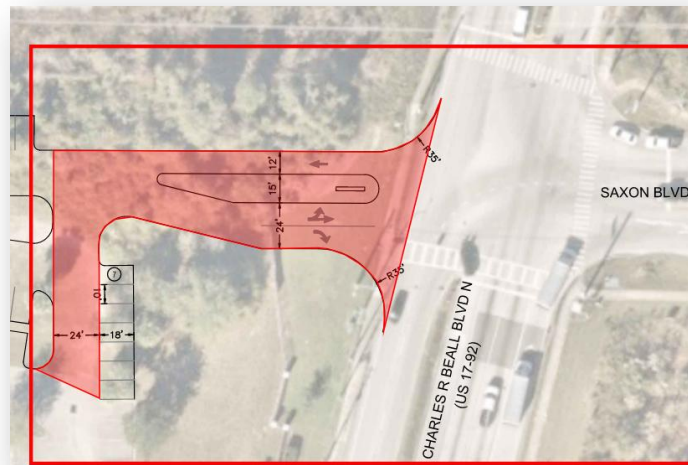
Gateway Park Entrance/Traffic Signal Design and Permitting

Client: City of DeBary

Kimley Horn Project Manager: Brent A. Lenzen, P.E.

### ***Project Understanding:***

Kimley-Horn understands that the City of DeBary is seeking to proceed with full engineering design and permitting for the new Gateway Park signalized access that will align with the existing US Highway 17-92 and Saxon Boulevard intersection. Kimley-Horn understands the design will include the red highlighted access improvements below, stormwater management design, survey, geotechnical testing, traffic signal design, pavement restriping along with permitting the City of DeBary, Volusia County, FDOT District 5 and St. Johns River Water Management District. Kimley-Horn also understands the City has requested an Engineer's Opinion of Probable Construction Cost based on the permitted design for budgeting purposes.



Based on the above, our scope of services, schedule, and fees are as follows:



**Scope of Services:****Task 1 – Entrance Civil Construction Documents**

Kimley-Horn will provide the following roadway and site design services for construction plan development and permit application review submittals for the project. Kimley-Horn will provide engineering and design services for the preparation of Civil Construction Documents for the Gateway Park entrance driveway (highlighted in red above). Based on Client input, Kimley-Horn will prepare roadway and site engineering plans and supporting calculations for site clearing, horizontal control, paving and grading, drainage collection, routing and storage, and an erosion and sediment control plan.

The plans developed under this task will be used for permitting, bidding, and construction.

Kimley-Horn will prepare final Construction Plans in accordance with the City of Debarry standards and will include the following:

1. *Cover Sheet*
2. *General Notes*

Kimley-Horn will incorporate construction, drainage, or general notes as required by agencies having authority.
3. *Existing Conditions/Demolition Plan*

Kimley-Horn will develop a plan that will show surface and subsurface facilities scheduled for demolition. Kimley-Horn will rely on the boundary and topographic survey prepared in **Task 4** below to determine the limits of demolition.

Kimley-Horn shall show any existing utility locations as provided by the surveyor, and research applicable utility records for locations in accordance with best available information.
4. *Site Plan*

This plan will be based on the Client approved conceptual site plan. The site plan will show paving and striping improvements, as well as ADA requirements for accessible signage and striping. The actual design of the pavement (cross section and specifications) will be designated in the geotechnical report provided as part of **Tasks 5A/5B** below.
5. *Erosion Control Plan*

Kimley-Horn will prepare an erosion control plan that will show proposed measures (to be installed by the contractor) to impede sediment from being carried to adjacent properties during construction.
6. *Stormwater Pollution Prevention Plan*

Kimley-Horn will prepare a storm water pollution prevention plan (SWPPP) for the on-site improvements.
7. *Grading and Drainage Plan*

Kimley-Horn will prepare a grading and drainage plan that will depict existing and proposed contours, as well as proposed spot grades to aid the contractor in performing on-site earth-moving measures. On-site storm sewer layout, sizing, and specifications will be completed in this task. Kimley-Horn will prepare a plan showing proposed drainage structures and pipes for collecting on-site runoff. Design for on-site stormwater treatment and attenuation for the added entrance driveway is included in this task and is anticipated to be located in the open space immediately south of the proposed entry, between the future parking additions and the existing US Highway 17-92 right-of-way.

#### 8. *Civil Details and Construction Specifications*

Kimley-Horn will prepare details showing the paving (per the geotechnical report), storm sewer, and erosion control details required for civil site construction or via references to state, county, or city standard details.

#### **Task 2A – Existing Strain Pole System Structural Analysis**

Kimley-Horn will perform a structural analysis of the existing strain pole system at the intersection of US 17/92 (Charles Richard Beall Blvd) and Saxon Boulevard with the addition of signal heads to serve the eastbound approach leg and one new concrete strain pole in the northwest corner. The analysis will include rewiring of the entire box system with new messenger and catenary wire. Kimley-Horn will summarize the results in a structural analysis report.

Included in this Task will be one (1) field inventory of existing visible (above-ground) intersection features. The results of this inventory will be summarized in a condition evaluation to be submitted as part of the structural analysis report.

The design fees are based upon the assumption that the existing strain pole system will operate under acceptable conditions, with the additional signal heads and the new strain pole. If the strain pole needs exceed the loading specified in the FDOT standards, the existing strain pole system will not be sufficient, and a new strain pole design will be required. Kimley-Horn can provide these design services as described in **Task 2B**.

#### **Task 2B – New Strain Pole System Structural Analysis – If Required**

If deemed necessary following completion of **Task 2A**, Kimley-Horn will perform a structural analysis for a proposed strain pole system at the intersection of US 17/92 (Charles Richard Beall Blvd) and Saxon Boulevard, with the addition of signal heads to serve the eastbound approach leg.

This proposal assumes that the proposed strain poles and foundations will be within the range of standard FDOT designs. If the strain poles or foundations exceed the dimensions or loading specified in the FDOT standards, Kimley-Horn will have to develop a special design, which will be considered an additional service.

\*Note, the above **Task 2B** will only be necessary if the existing strain poles are insufficient and FDOT supports implementing a new strain pole system for re-signalization of the existing intersection.

#### **Task 2C – Signalization Plans (Utilizing Strain Pole System)**

Kimley-Horn will provide signalization design and plans for the modification to the existing signalized intersection of US 17/92 (Charles Richard Beall Blvd) and Saxon Boulevard. The plans will include a key sheet, signatures sheet, tabulation of quantities sheet, general notes sheet, signalization plan sheet, strain pole schedule sheet, and guidesign worksheet.

The signalization plans will be prepared on 11"x17" sheets at a scale of 1"=40' and will include the controller type and location, electrical service connection, signal head displays and locations, detectors, conduit, pull boxes, phasing, local signal timings, street name signs, pedestrian features, and pertinent notes. The plans will include placement of pedestrian pedestals on the eastbound leg of the intersection. No modifications to existing pedestrian features and curb ramps are included in this task and can be provided as an additional service.

Kimley-Horn will provide updated clearance calculations in accordance with District 5 Traffic Operations Guidelines. Development of coordinated signal timings are not included as part of this task and can be

provided as an additional service.

An impact to existing interconnect and fiber pull boxes is not anticipated as part of the design; however, if modification to existing interconnect is needed it can be provided as an additional service.

The Project submittal phases to the City of Debarry, Volusia County and FDOT will be a Preliminary submittal and a Final submittal. Kimley-Horn will respond to one (1) round of comments after each submittal. After which, Kimley-Horn will revise and prepare a signed and sealed conformed set of construction plans that will be provided to the City of Debarry.

### **Task 2D – Signalization Plans (Utilizing Four (4) New Mast Arms) – If Required**

Kimley-Horn will provide signalization design and plans for the new traffic signal to replace the existing traffic signal at the intersection of US 17/92 (Charles Richard Beall Blvd) and Saxon Boulevard. The plans will include a key sheet, signature sheet, tabulation of quantities sheet, general notes sheet, signalization plan sheet, mast arm tabulation sheet, mast arm assemblies sheet, guidesign worksheet, interconnect plan sheet, and detail sheet. Smart signal details and design are not included in this scope but can be provided as an additional service.

The signalization plans will be prepared on 11"x17" sheets at a scale of 1"=40' and will include the controller type and location, electrical service connection, signal head displays and locations, detectors, conduit, pull boxes, phasing, local signal timings, street name signs, pedestrian features, if needed, and pertinent notes. Existing underground and aboveground utilities will be shown based on information provided by the utility companies or as identified in the topographic survey (provided by the Client and/or their consultant). Included in this Task will be one (1) field inventory of existing visible (above-ground) intersection features.

Kimley-Horn will provide updated clearance calculations in accordance with District 5 Traffic Operations Guidelines. Development of coordinated signal timings are not included as part of this task and can be provided as an additional service.

It is anticipated that four (4) proposed mast arms and foundations will be designed to upgrade the intersection to signal control. Under this task, the poles and foundation will be designed in accordance with FDOT Standard Specification and Plans. A standard mast arm assemblies sheet will be developed and submitted within the signalization plan set. All structural calculations will be documented under a separate cover and submitted along with the signalization plans.

Kimley-Horn will coordinate with utility owners identified during the signal design effort. The coordination effort will include sending plans to Utility Agency Owners ("UAOs") at the 60% plans stage for the UAOs to identify potential conflicts and resolutions. If required, a utility conflict sheet will be prepared based on existing information provided by UAOs. Existing underground utilities will be shown on the plan sheet based on information provided by the UAOs or as identified in the topographic survey (provided by the Client). This task does not include a master utility plan, proposed utility design, relocation information, utility adjustment sheet, utility permitting, or utility construction plans. All of which can be performed as additional service if required.

Kimley-Horn will design the signing and pavement marking for the intersection improvements related to the implementation of the signalization design in accordance with the current version of the Manual on Uniform Traffic Control Devices (MUTCD), the FDOT Standard Plans and the Americans with Disabilities Act Standards for Accessible Design. The plans will include type, color and spacing of striping and raised pavement markings. Regulatory, warning, and directional signing will also be shown on the Signing and Pavement Marking Plans. Development of vehicular and pedestrian temporary traffic control plans, not covered by the FDOT Standard Plans Index 102 series, are not included in this task and can be developed as an additional service if required.

The Project submittal phases to the City of DeBary, Volusia County and FDOT will be a Preliminary submittal and a Final submittal. Kimley-Horn will respond to one (1) round of comments after each submittal. After which, Kimley-Horn will revise and prepare a signed and sealed conformed set of construction plans that will be provided to the City of DeBary.

\*Note, the above **Task 2D** will only be necessary if the existing strain poles are insufficient and FDOT requires the four (4) new mast arms for re-signalization of the existing intersection.

### **Task 3 – Lighting Design**

Kimley-Horn will perform a photometric analysis in the lighting design software AGi32 to achieve a fixture layout meeting all applicable FDOT design criteria and standards at a signalized intersection. This task will include voltage drop calculations to ensure proposed lighting circuitry meets applicable standards and requirements. Results of the photometric analyses will be documented in a Lighting Design Analysis Report (LDAR). The LDAR will be provided under a separate cover as supplemental information. Kimley-Horn will coordinate with the power company and FDOT throughout the duration of the design process.

Intersection lighting plan sheets will be assembled in accordance with the FDOT Design Manual (FDM). The plans will be submitted as part of the signalization plan set and the LDAR will be provided as supplemental material. Kimley-Horn will respond to two (2) rounds of comments under this task. All additional rounds of comments will be addressed as an additional service.

### **Task 4 - Survey Services**

Kimley-Horn has retained the services of Allen & Company to provide topographic survey, underground utility designation and location, within the right-of-way limits and on-site areas outlined within their scope of services. Survey efforts also include up to four (4) subsurface utility locates for the potential four (4) mast arm foundation locations. Refer to subconsultant proposal for additional information.

### **Task 5A - Geotechnical Services (Option A)**

Kimley-Horn has retained the services of Terracon Consultants, Inc. to provide geotechnical services including two (2) 40' deep traffic signal borings and two (2) stormwater management area borings. Refer to subconsultant proposed for additional information.

### **Task 5B - Geotechnical Services (Option B) – If Required**

Kimley-Horn has retained the services of Terracon Consultants, Inc. to provide geotechnical services including four (4) 40' deep traffic signal borings and two (2) stormwater management area borings. Refer to subconsultant proposed for additional information.

\*Note, the above **Task 5B** will only be necessary if the existing strain poles are insufficient and FDOT requires the four (4) new mast arms for re-signalization of the existing intersection.

### **Task 6 – Agency Permitting**

Kimley-Horn will prepare and submit on the Client's behalf, the required permitting application packages, for review of the construction documents, for the following agencies:

- City of DeBary
- FDOT District 5 Driveway and Drainage Connection Permits
- Volusia County USE Permit
- St. Johns River Water Management District – Environmental Resource Permit Modification

Kimley-Horn will attend Pre-Application meetings with FDOT, the City of DeBary and County staff and coordinate with the staff, as requested. Kimley-Horn will respond to agency comments, as needed.

Responding to requests for additional information beyond what is normal and customary, and responding to permitting issues beyond our control are outside of this scope of services and will be provided, as needed, as an Additional Service only after prior written authorization by Client.

### **Task 7 – Engineer’s Opinion of Probable Construction Cost**

Upon completion of the civil construction documents and signal plan, Kimley-Horn will prepare an Engineer’s Opinion of Probable Cost (EOPC) for the proposed entrance driveway and signal improvements.

Kimley-Horn has no control over the cost of labor, materials, equipment, or over the Contractor’s methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided will be based on the information known to Kimley-Horn at that time and represent only Kimley-Horn’s judgment as a design professional familiar with the construction industry. Kimley-Horn cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

### **Task 8 – Post Design Services**

Kimley-Horn will provide post design services during the construction phase which will include the following tasks. These tasks are based on an anticipated construction duration of 4 months.

- Attend one (1) Pre-Construction meeting with Contractor, City, County and/or FDOT staff
- Four (4) site visits including two (2) during construction, one (1) at substantial completion and one (1) at final completion.
- Respond to up to six (6) contractor Requests for Information (RFI) during construction.
- Review up to eight (8) shop drawings for the proposed improvements.
- Prepare record drawings based on signed and sealed as-builts provided by the Contractor and submit to the City.
- Prepare and submit certifications for roadway and drainage improvements to SJRWMD and FDOT.

Kimley-Horn shall have no responsibility for any contractor’s means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall the Consultant have any authority or responsibility to stop or direct the work of any contractor. The Consultant’s visits shall be for the purpose of endeavoring to provide the Client a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by the Consultant. The Consultant neither guarantees the performance of contractors, nor assumes responsibility for any contractor’s failure to perform their work in accordance with the contract documents.

### ***Deliverables***

Kimley-Horn will provide the following deliverables associated with this project:

- Construction Plans
- Signalization Plans
- Lighting Plans
- Drainage Design Report
- SJRWMD Permit Package
- FDOT Permit Package
- Volusia County Permit Package
- Geotechnical Report
- Topographic Survey (including SUE)
- Engineer’s Opinion of Probable Construction Cost
- Record Drawings
- Permit Certifications

***Additional Services***

The following services are not included in this IPO but may be performed if authorized by the city. Payment for these additional services will be agreed upon prior to their performance.

- Coordinated signal timings
- FDOT Smart Signal Details & Design
- Utility adjustment/relocation plans
- Vehicular or pedestrian temporary traffic control plans
- Intersection Control Evaluation (ICE)
- FEMA Permitting
- Attendance at meetings in addition to those noted in the scope of services
- Utility Design (water/sewer/reclaimed water)
- Environmental Services
- Landscape and Irrigation Design

***Information Provided by Client:***

The City will provide the following information, upon which Kimley-Horn can rely:

- Available record or as-built plans
- Available permits
- Available geotechnical information
- Available existing utilities information

In addition to other responsibilities set out in this Agreement, the City shall provide requested materials in a timely fashion as requested by Kimley-Horn, including signing and/or submitting the application, which may be required to be done electronically.

***Schedule:***

Tasks 1-7 are anticipated to be completed within 180 to 210 calendar days of notice to proceed. Task 8 is dependent on the City's bidding process and construction duration.

**Fee and Billing:**

Kimley-Horn will complete the above scope of services for the lump sum fees detailed below, inclusive of office overhead expenses. All invoices will include a description of services provided. Supporting documentation for all travel expenses will be submitted to the city with invoices. Travel expenses will follow all City of DeBary policies. Fee breakdown for the lump sum tasks is as noted below:

**Fee Breakdown**

<b>Task</b>	<b>Description</b>	<b>Lump Sum Fee</b>
Task 1	Entrance Civil Construction Documents	\$14,550
Task 2A	Existing Strain Pole System Structural Analysis	\$6,250
Task 2B	New Strain Pole System Structural Analysis – <b>If required</b>	\$5,750
Task 2C	Signalization Plans (Utilizing Strain Pole System)	\$38,900
Task 2D	Signalization Plans (Utilizing Four (4) New Mast Arms) – <b>If required</b>	\$52,200
Task 3	Lighting Design	\$13,750
Task 4	Survey Services	\$20,500
Task 5A	Geotechnical Services (Option A)	\$10,500
Task 5B	Geotechnical Services (Option B) – <b>If required</b>	\$15,800
Task 6	Agency Permitting	\$22,750
Task 7	Engineer’s Opinion of Probable Construction Cost	\$3,500
Task 8	Post Design Services	\$16,500
	<b>Total Fee (inclusive of estimated expenses, excluding “If required” tasks above)</b>	<b>\$147,200</b>

\*Note, in no scenario will both Tasks 2C and 2D be required above. Depending on FDOT input and the outcome of Tasks 2A and 2B, it will be determined if either Task 2C or 2D is required.

Lump sum and hourly fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice.

ACCEPTED:  
THE CITY OF DEBARY, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: \_\_\_\_\_

By:  \_\_\_\_\_

TITLE: \_\_\_\_\_

Brent A. Lenzen, P.E., Vice President \_\_\_\_\_

DATE: \_\_\_\_\_

Date: May 18, 2023 \_\_\_\_\_

**APPENDIX A**  
**SUBCONSULTANT PROPOSALS**





## PROJECT PROPOSAL

**Date:** May 17, 2023  
**Client:** Kimley-Horn  
**Project Type:** Offsite Route Survey  
**Project Name:** Gateway Park Entry Debary  
**Prepared By:** James Rickman, P.S.M., Vice President /  
Executive Director of Land  
Phone: 407.654.5355. Ext. 102  
Email: Jim@allen-company.com



May 17, 2023

Kimley-Horn  
189 South Orange Avenue  
Suite 1000  
Orlando, FL 32801  
Attn: Brent Lenzen - Brent.Lenzen@kimley-horn.com

**RE: Gateway Park Entry Debary - Letter of Agreement - Exhibit A (20230328-1)**

Brent Lenzen:

We appreciate your consideration of ALLEN & COMPANY, INC. to provide professional Land Surveying services for the above referenced project. These services will include items listed on Exhibit "A" to be billed Lump Sum as shown on Exhibit "A", attached, plus out-of-pocket expenses incurred on the client's behalf. Also, included in this contract are the attached "Standard Provisions of Agreement for Professional Services".

The survey will be prepared in accordance with the minimum technical standards for surveys as set forth in Chapter 5J-17 Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.

The following additional provisions are included in this contract:

1. The terms of this agreement shall be valid for client acceptance for a period of sixty (60) days from the date of execution by Allen & Company, Inc. after which time this contract offer becomes null and void if not accepted formally (evidenced by receipt of an executed copy of this document).
2. This agreement may be terminated by either party within fifteen (15) days written notice. In the event of termination, Allen & Company, Inc. shall be compensated to the date of termination, including direct expenses then due.
3. All rates and fees quoted in this document shall be effective for a period of twelve (12) months, after which time they may be renegotiated with the client.



4. All original documents shall be retained by Allen & Company, Inc. and will remain their property. This information is proprietary and will not be shared with others without prior written consent. The client will be provided with reproducible copies of all original documents upon request, and at client expense.
5. The client will pay invoices upon receipt and understands interest charges of 1.5% per month will be applied to any unpaid balance. Allen & Company, Inc. may elect to stop work until payment is received. If work is stopped for thirty (30) days or more, Allen & Company, Inc. may be compensated for start-up costs when work resumes.
6. Upon client request, we will contract and/or coordinate with applicable transportation, environmental, geotechnical, and engineering consultants, and will rely upon their work; however, Allen & Company, Inc. assumes no liability for the accuracy of their work.

Thank you for this opportunity and we look forward to working with you on this exciting new project. Please sign, date and return a copy of this agreement as your authorization to proceed with these professional services. Should you have any questions, please do not hesitate to call.

Sincerely,

ALLEN & COMPANY, INC.

*James Rickman*

James L. Rickman P.S.M. Vice President

ACCEPTED BY (Sign & Print): \_\_\_\_\_

DATE: \_\_\_\_\_



**EXHIBIT A**

16 E. Plant Street  
 Winter Garden, FL 34787  
 Phone (407) 654-5355 · Fax: (407) 654-5356  
 Email: proposals@allen-company.com

**DATE:** May 17, 2023  
**PROPOSAL:** 20230328-1 - Gateway Park Entry Debarry  
**FOR:** Brent Lenzen

**Customer Information:**

Kimley-Horn  
 189 South Orange Avenue  
 Suite 1000  
 Orlando, FL 32801

**Quote Description:**

20230328-1 - Gateway Park Entry Debarry

DESCRIPTION	CONTRACT AMOUNT
1. Offsite Route and topographic Survey with Underground Utility Designation (see attached exhibit – area of scope) and mapped to Survey for Traffic and Signal Design. Includes Location of all above ground improvements, underground utilities, storm and sanitary sewer inverts & pipe sizes, etc. (see attached exhibit – scope of services for more detail on services). Also stake out 4 mast arm clearance hole locations for Soft Dig Excavation and white lining, location of excavation areas & any conflicts discovered during excavation. Note: This firm is capable of soft dig excavating to a depth of six (6) feet and air probing to a depth of ten (10) feet to twelve (12) feet maximum. Also see attached Exhibit B for Scope of Procedures and Limitations for SUE location	\$17500.00
2. Dig two (2) additional mast arm clearance holes (IF REQUIRED). Also, see attached Exhibit B for Scope of Procedures and Limitations for SUE location. Note: This firm is capable of soft dig excavating to a depth of ten (10) feet and air probing to a depth of ten (10) feet to twelve (12) feet maximum	\$3000.00
	<b>\$20,500.00</b>

**QUESTIONS OR COMMENTS?**

If you have any questions or comments concerning this proposal exhibit, please email proposals@allen-company.com

\_\_\_\_\_  
 Sign & Return



SHEET NO. SP-01

GATEWAY PARK

CITY OF DEBARY



PROJECT NO. 15-01  
 PREPARED BY: HILLEY HORN AND ASSOCIATES INC.  
 189 SOUTH ORANGE AVENUE, SUITE 1000  
 ORLANDO, FLORIDA, 32801  
 LICENSE NO. 35708

DATE	DESCRIPTION	DATE	DESCRIPTION

- Boundary and Topographic Survey
  - Design level B survey, locate the existing right-of-way, and produce a right-of-way base map of the referenced intersection and all legs of the intersection. Information to be identified consists of locations and elevations of curbs, gutters, pavement markings, above ground utilities, visible features of underground utilities, identification of existing utilities, existing drainage structures with invert elevations, and establishment of roadway baselines with reference points.
  - Location of existing strain poles and pole length above ground.
  - On all four strain poles, provide the elevation at the connection point of the strain pole to the catenary wire and the messenger wire. Additionally, provide the diameters of each wire.
  - On the approaches:
    - Elevation at the crown of the roadway under the signal cable connecting the strain poles
    - Elevation at the lowest point (due to sag) of the signal cable connecting the strain poles, on each approach
    - For every signal head, provide the location, elevation of roadway beneath, and dimension (of the circular signal head and total housing)
  
- Subsurface Investigation
  - Utility locates at four (4) proposed mast arm foundation locations. Based on the number of known existing utilities along this corridor, it is anticipated that up to two (2) additional locations will be needed to find a spot clear of existing utilities, for a total of up to six (6) locations. Kimley-Horn will coordinate with the SUE Consultant and use the data to design the signal.



## EXHIBIT B

- Allen & Company, Inc. will provide all survey services on work described herein.
- Allen & Company, Inc. will utilize 2D GPR to scan for utilities and EM Equipment to locate utilities where access to utilities is available.
- A Sunshine 811 "LOCATE" ticket will be requested for the areas described to determine the utility providers within the project limits and to notify them of the request for coordination with the Allen & Company, Inc. utility locator.
- Allen & Company, Inc. approximate locate area is outlined in red on the attached image. The exact locate area will need to be designated at time of work.
- Allen & Company, Inc. will use paint and flags to mark located utilities and will provide a technician's field drawing of the located utilities.
- Allen & Company, Inc.'s scope of services does not include the locating of abandoned utilities that are no longer locatable, vacant conduits, gravity sewer, storm lines, small irrigation lines, and low voltage lines. (Unless otherwise specified at an additional cost).
- Client is responsible for ensuring that all electrical and lighting systems are energized and that all lights with outdoor light sensor systems are in use at time of locate work.
- If available, Allen & Company, Inc. requests that client provide as-builts, engineering prints, etc. of existing utilities.
- GPR Scans can only be performed in accessible areas that are clear of obstacles such as construction materials, pipes, vehicles, machinery, dirt/materials mounds, landscaping, trees, uneven terrain, water, etc
- If needed, Allen & Company, Inc. can provide a quote for 3D GPR that typically provides additional/more comprehensive data.



## TERMS AND CONDITIONS

(A) LIMITS OF GPR AND ELECTROMAGNETIC SERVICES: If Services are Provided ACI will make every effort to horizontally detect the underground utilities, objects or voids described in the Scope of Work or as requested at the time of work within the designated work area(s). However, ACI cannot mark utilities/objects/voids that are undetectable. Therefore, ACI cannot guarantee that all subsurface utilities/objects/voids will be accounted for. Locate limitations that ACI will not be held liable for include but are not limited to:

- **GROUND PENETRATING RADAR (GPR):**

- GPR investigations are highly site specific and can be limited by attenuation of GPR signals by subsurface materials.
- GPR investigations are limited by uneven terrain conditions, high grass (over 3"), bushes, trees, debris, etc.
- All vertically stacked utilities/objects may not be detected since GPR signals are reflected by the top most utility/object.
- Some utilities/objects may not return a reflected signal to the GPR receiver.
- GPR scans cannot be made immediately next to buildings/objects due to equipment restrictions.
- Pipes with little or no liquid content at time of locate work may not be detected with GPR.
- Locations of existing utilities scanned by ground penetrating radar (GPR) are to be deemed approximate in nature and in no way are to be construed as exact. Allen & Company, Inc. (ACI) will not be held responsible for damage to existing utilities located by GPR scanning.

- **ELECTROMAGNETIC LOCATING:**

- The number of access points within designated locate area(s) may be limited or non-existent.
- Utility or property owner may restrict or deny the use of utility access points.
- Utility may not adequately carry the imposed current from the electromagnetic locate equipment.
- Fiber & other non-metallic lines with no or non-working tracer wire are untoneable with electromagnetic locate equipment.
- Locations of existing utilities designated by Electromagnetic Equipment (EM) are to be deemed approximate in nature and in no way are to be construed as exact. Allen & Company, Inc. (ACI) will not be held responsible for damage to existing utilities located by EM equipment.





## TERMS AND CONDITIONS (CONTINUED)

### (B) DESIGN ENGINEER and CONTRACTORS

Due to locate limitations, the client's/owner's Design Engineer is expected to gather and identify existing facility information from various prints and underground facility owners/operators to confirm that no other subsurface utilities/objects are present in the project area, and Contractors are responsible to abide by Florida Statutes 556.106 - Sunshine 811.

### (C) MACHINE DEPTHS: (If Service is provided)

Machine depths are approximate readings, are not guaranteed depths, are provided for informational purposes only, and should not be relied upon for any type of subsurface work. ACI will not accept any responsibility for actions taken based on provided machine depths.

### (D) VERTICAL EXCAVATION (DIRT SOFT DIG): Information/Limitations: (If Service is provided)

Soft Digs are made within grassed or otherwise unpaved surface conditions to a maximum depth of approximately 10 feet to determine the depth of the utility/object. If requested, ACI also will provide the size and material type.

- Soft Dig vertical depth measurements are made from the top of each exposed utility/object to the ground surface.
- The vertical depth range and visual inspection ability is dependent on events such as ground water level.
- Client must obtain/provide ACI with any required soft dig permits before soft dig work is performed. Client will be responsible for any permitting soft dig fines assessed by governing agency.

### (E) CORE BORE WITH VERTICAL EXCAVATION (DIRT SOFT DIG): Information/Limitations: (If Service is provided)

A Core Bore is made in asphalt or concrete to vertically expose a utility/object to determine the depth of the utility/object from the top of the utility/object to the pavement surface.

- Vertical Excavation limits apply (See Item D).
- Test hole will be backfilled with like materials compacted in 6" lifts or with a flowable fill mixture.
- The current asphalt thickness will be replaced with double asphalt thickness.
- Asphalt/Concrete Core Bore Permits are to be furnished to ACI by the client prior to work being scheduled. Client is responsible for cost of all permits, MOT, Traffic Control, and any permitting fines assessed by governing agency.

### (F) CERTIFICATE OF INS (COI): New/Revised COI Requests

- Client COI requirements must be provided to ACI prior to the Authorization to Proceed being issued.
- ACI will invoice client for all costs associated with client COI requirements that incur billable charges to ACI



1675 Lee Road  
Winter Park, FL 32789  
P (407) 740-6110  
[Terracon.com](http://Terracon.com)

May 17, 2023

Kimley Horn Associates  
189 South Orange Avenue, Suite 1000  
Orlando, Florida 32801

**Attn:** Brent Lenzen – Vice President  
P: (407) 427 1610  
E: Brent.Lenzen@kimley-horn.com

**RE:** Proposal for Geotechnical Engineering Services  
Gateway Park Signal  
Intersection of 17-92 and Saxon Blvd  
Debary, Florida  
Terracon Proposal No. PH1235162

Dear Mr. Lenzen:

We appreciate the opportunity to submit this proposal to Kimley Horn Associates (KHA) to provide Geotechnical Engineering services for the above referenced project. The following are exhibits to the attached Agreement for Services.

Exhibit A	Project Understanding
Exhibit B	Scope of Services
Exhibit C	Compensation and Project Schedule
Exhibit D	Site Location and Nearby Geotechnical Data
Exhibit E	Anticipated Exploration Plan

Our fee to perform the Scope of Services described in this proposal is 10,500 for option A or \$15,800 for option B (including subcontracted private utility location and traffic control fees), with an anticipated delivery date of 6 weeks after signed authorization. Exhibit C includes details of our fees and consideration of additional services as well as a general breakdown of our anticipated schedule.

Your authorization for Terracon to proceed in accordance with this proposal can be issued by signing and returning a copy of the provided Master Services Agreement IPO to our office.

Sincerely,  
**Terracon**

Li Xue, EI  
Project Engineer

Jay W. Casper, PE  
Senior Principal

## Exhibit A – Project Understanding

Our Scope of Services is based on our understanding of the project as described by KHA and the expected subsurface conditions as described below. We have not visited the project site to confirm the information provided. Aspects of the project, undefined or assumed, are highlighted as shown below. We request KHA and/or the design team verify all information prior to our initiation of field exploration activities.

### Planned Construction

Item	Description
<b>Information Provided</b>	General description of project, a conceptual plan drawing with markup boring location, and scope of geotechnical analysis (option A and option B) were provided via email on 5/15/2023.
<b>Project Description</b>	The project includes the evaluation and modification of the existing intersection from 3-way to a 4-way intersection. Based on the provided information, option A consists of evaluating the soil conditions for poles on the east side of intersection and option B includes the evaluation of soil condition for poles at four corners of intersection.
<b>Stormwater Management</b>	A stormwater facility is planned near the southwest corner of intersection.

### Site Location and Anticipated Conditions

Item	Description
<b>Parcel Information</b>	The project is located at Intersection of 17-92 and Saxon Blvd in Debarry, Florida. Approximate site location's Latitude/Longitude is 28.912018° N 81.302668° W. (See Exhibit D)
<b>Existing Topography</b>	Relatively flat, near elevation of 80 feet.
<b>Site Access</b>	We expect the site, and all exploration locations, are accessible with our truck-mounted drilling equipment and support vehicles.
<b>Expected Subsurface Conditions</b>	Our experience near the vicinity of the proposed development and review of geologic maps indicates subsurface conditions consist of sand with relatively deep groundwater conditions.

## Exhibit B - Scope of Services

Our proposed Scope of Services consists of field exploration, laboratory testing, and engineering/project delivery. These services are described in the following sections.

### Field Exploration

KHA requested the following options with boring locations and depths:

#### Option A

Number of Borings	Planned Boring Depth (feet)	Planned Location <sup>1</sup>
2	40	Provided locations on east
2	15	Stormwater management area

1. The planned boring locations are shown on the attached **Anticipated Exploration Plan**. Borings will be performed as close as possible considering utility obstacles to drilling

#### Option B

Number of Borings	Planned Boring Depth (feet)	Planned Location <sup>1</sup>
4	40	Provided locations at each corner
2	15	Stormwater management area

1. The planned boring locations are shown on the attached **Anticipated Exploration Plan**. Borings will be performed as close as possible considering utility obstacles to drilling.

**Boring Layout:** We will use handheld GPS equipment to locate borings with an estimated horizontal accuracy of +/-20 feet. Field measurements from existing site features may be utilized. If available, approximate elevations will be obtained by interpolation from a site specific, surveyed topographic map. We can alternatively coordinate with your Project Surveyor to include locations and surface elevations in project information if so requested.

**Subsurface Exploration Procedures:** Prior to drilling, we will subcontract GPR services in areas of suspected utility conflict. We will advance borings with a truck-mounted drill rig using rotary wash boring techniques. Five samples will be obtained in the upper 10 feet of each boring and at intervals of 5 feet thereafter. Soil sampling is typically performed using thin-wall tube and/or split-barrel sampling procedures. The split-barrel samplers are driven in accordance with the standard penetration test (SPT). The samples will be placed in appropriate containers, taken to our soil laboratory for testing, and

classified by a Geotechnical Engineer. In addition, we will observe and record groundwater levels during drilling and sampling.

Our exploration team will prepare field boring logs as part of standard drilling operations including sampling depths, penetration distances, and other relevant sampling information. Field logs include visual classifications of materials observed during drilling and our interpretation of subsurface conditions between samples. Final boring logs, prepared from field logs, represent the Geotechnical Engineer's interpretation and include modifications based on observations and laboratory tests.

**Property Disturbance:** Terracon will take reasonable efforts to reduce damage to the property. However, it should be understood that in the normal course of our work some disturbance could occur including rutting of the ground surface.

We will backfill borings with auger cuttings and/or bentonite pellets upon completion. Pavements will be patched with cold-mix asphalt and/or ready-mixed concrete, as appropriate. Our services do not include repair of the site beyond backfilling our boreholes and patching existing pavements. Excess auger cuttings will be dispersed in the general vicinity of the borehole. Because backfill material often settles below the surface after a period, we recommend boreholes to be periodically checked and backfilled, if necessary. We can provide this service or grout the boreholes for additional fees at your request.

## Safety

Terracon is not aware of environmental concerns at this project site that would create health or safety hazards associated with our exploration program; thus, our Scope considers standard OSHA Level D Personal Protection Equipment (PPE) appropriate. Our Scope of Services does not include environmental site assessment services, but identification of unusual or unnatural materials observed while drilling will be noted on our logs.

Exploration efforts require borings into the subsurface, therefore Terracon will comply with local regulations to request a utility location service Sunshine State One Call of Florida (SSOCOF). We will consult with the landowner/client regarding potential utilities or other unmarked underground hazards. Based upon the results of this consultation, we will consider the need for alternative subsurface exploration methods as the safety of our field crew is a priority.

Private utilities should be marked by the owner/client prior to commencement of field exploration. Terracon will not be responsible for damage to private utilities not disclosed to us.

Terracon proposes to subcontract with a private utility locating service. Fees associated with this service are included in our Scope of Services.

The detection of underground utilities is dependent upon the composition and construction of the utility line; some utilities are comprised of non-electrically conductive materials and may not be readily detected. The use of a private utility locate service would not relieve the landowner/client of their responsibilities in identifying private underground utilities.

**Site Access:** Terracon must be granted access to the site by the property owner. Without information to the contrary, we consider acceptance of this proposal as authorization to access the property for conducting field exploration in accordance with the Scope of Services. Our proposed fees do not include time to negotiate and coordinate access with landowners or tenants. Terracon will conduct field services during normal business hours (Monday through Friday between 7:00am and 5:00pm). If our exploration must take place over a weekend or at night, please contact us so we can adjust our schedule and fee.

### **Traffic Control:**

Due to the overhead powerline and high density of underground utilities, we propose to drill the borings in the roadway. We have budgeted for subcontracting traffic control services (signage and flagman) during our drilling activities. This proposal is based on the assumption that one traffic lane can be closed temporarily during our drilling activities. Alternatively, others could provide all required traffic control as a cost savings measure.

## Laboratory Testing

The project engineer will review field data and assign laboratory tests to understand the engineering properties of various soil strata. Exact types and number of tests cannot be defined until completion of fieldwork, but we anticipate the following laboratory testing may be performed:

- Water content
- Atterberg limits
- Grain size analysis
- Organic contents
- Constant head permeability (includes 2 tests for each option)

Our laboratory testing program often includes examination of soil samples by an engineer. Based on the results of our field and laboratory programs, we will describe and classify soil samples in accordance with the Unified Soil Classification System (USCS).

## Engineering and Project Delivery

The results of our field and laboratory programs will be evaluated, and a geotechnical engineering report will be prepared under the supervision of a licensed professional engineer. The geotechnical engineering report will provide the following:

## Proposal for Geotechnical Engineering Services

Gateway Park Signal | DeBary, Florida

May 17, 2023 | Terracon Proposal No. PH1235162



- Boring logs with field and laboratory data
- Stratification based on visual soil classification
- Groundwater levels observed during and after the completion of drilling
- Site Location and Exploration Plans
- Subsurface exploration procedures
- Description of subsurface conditions
- Estimated seasonal groundwater fluctuations
- Soil parameters for use by others in foundation design (soil friction angle, cohesion, unit weight, coefficient of friction between soil and concrete)
- Geotechnical engineering stormwater management design parameters (seasonal high groundwater, permeability, porosity, and depth to confining layer)

In addition to an emailed report, your project will also be delivered using our **Client Portal**. Upon initiation, we provide you and your design team the necessary link and password to access the website (if not previously registered). Each project includes a calendar to track the schedule, an interactive site map, a listing of team members, access to the project documents as they are uploaded to the site, and a collaboration portal. We welcome the opportunity to have project kickoff conversations with the team to discuss key elements of the project and demonstrate features of the portal. The typical delivery process includes the following:

- Project Planning – Proposal information, schedule and anticipated exploration plan
- Site Characterization – Findings of the site exploration and laboratory results
- Geotechnical Engineering Report

When services are complete, we upload a printable version of our completed Geotechnical Engineering report, including the professional engineer's seal and signature, which documents our services. Previous submittals, collaboration, and the report are maintained in our system. This allows future reference and integration into subsequent aspects of our services as the project goes through final design and construction.

## Exhibit C - Compensation and Project Schedule

### Compensation

Based upon our understanding of the site, the project as summarized in Exhibit A, and our planned Scope of Services outlined in Exhibit B, our base fee is shown in the following table:

#### Option A

Task	Lump Sum Fee <sup>2</sup>
Subsurface Exploration <sup>1</sup> , Laboratory Testing, Geotechnical Consulting and Reporting	\$8,400
Private Utility Locate Service <sup>3</sup>	Included
MOT and Roadway Closure Permit	\$2,100
<b>Total<sup>4</sup></b>	<b>\$10,500</b>

#### Option B

Task	Lump Sum Fee <sup>2</sup>
Subsurface Exploration <sup>1</sup> , Laboratory Testing, Geotechnical Consulting and Reporting	\$11,600
Private Utility Locate Service <sup>3</sup>	Included
MOT and Roadway Closure Permit	\$4,200
<b>Total<sup>4</sup></b>	<b>\$15,800</b>

1. The lump sum fee considers one drill rig mobilization and no unexpected onsite delays. If additional drill rig mobilizations are required, an additional fee of \$1,250 would be invoiced. A drill crew standby rate of \$275 per hour would be invoiced for unexpected delays.
2. Proposed fees noted above are effective for 90 days from the date of the proposal.
3. We will subcontract a private utility locating firm and/or utilize geophysical equipment. The detection of underground utilities is dependent upon the composition and construction of utility lines. Some utilities are comprised of non-electrically conductive materials and may not be readily detected. The use of a private locate service does not relieve the owner of their responsibilities in identifying private underground utilities.
4. Consulting after issuing report will be billed at \$225 per hour.



**Proposal for Geotechnical Engineering Services**

Gateway Park Signal | DeBary, Florida

May 17, 2023 | Terracon Proposal No. PH1235162



Our Scope of Services does not include services associated with site clearing, wet ground conditions, tree or shrub clearing, or repair of/damage to existing landscape. If such services are desired by the owner/client, we should be notified so we can adjust our Scope of Services.

Unless instructed otherwise, we will submit our invoice(s) to the address shown at the beginning of this proposal. If conditions are encountered that require Scope of Services revisions and/or result in higher fees, we will contact you for approval, prior to initiating services. A supplemental proposal stating the modified Scope of Services as well as its effect on our fee will be prepared. We will not proceed without your authorization.

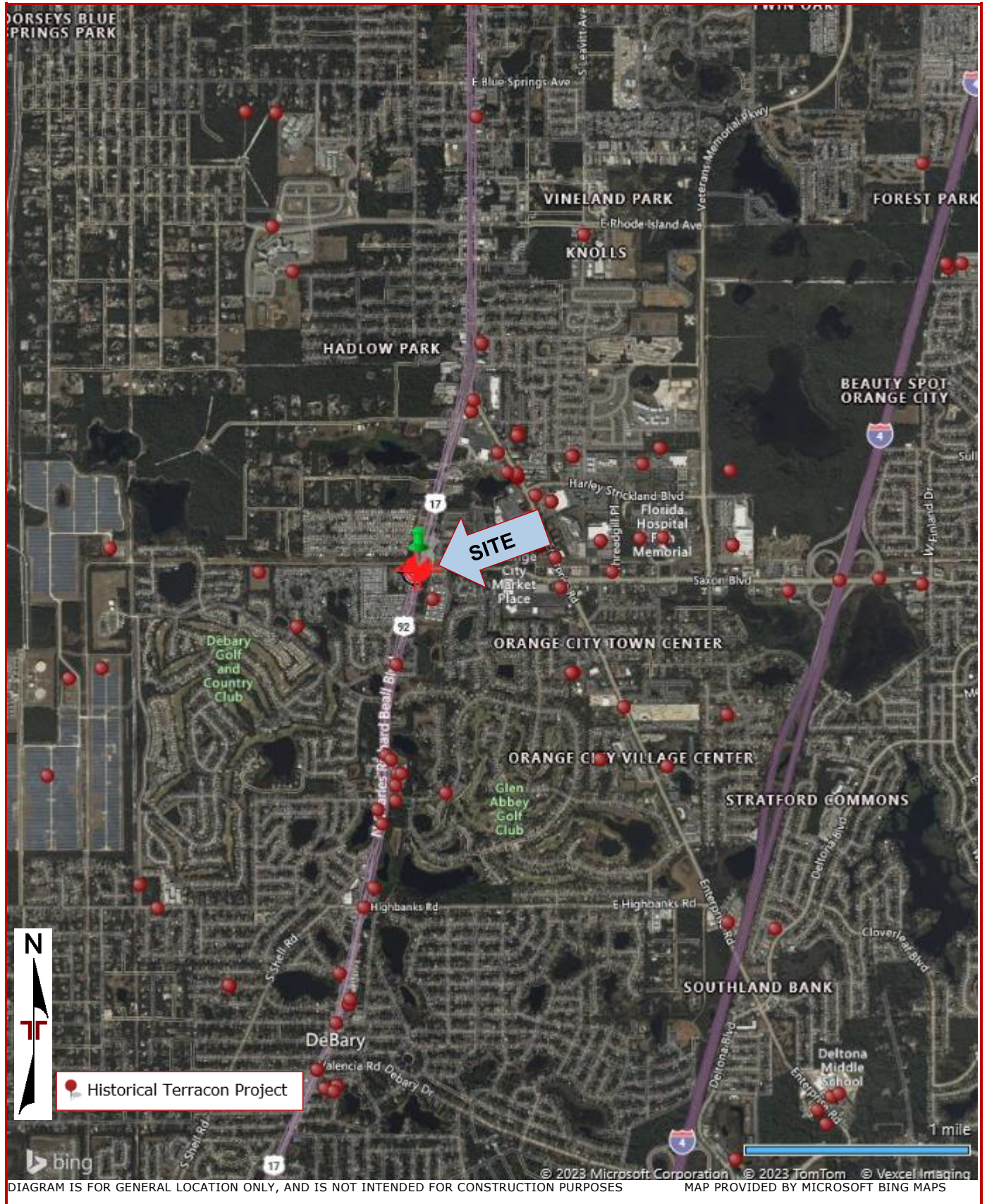
### Project Schedule

We developed a schedule to complete the Scope of Services based upon our existing availability and understanding of your project schedule. However, our schedule does not account for delays in field exploration beyond our control, such as weather conditions, delays resulting from utility clearance, or lack of permission to access the boring locations. In the event the schedule provided is inconsistent with your needs, please contact us so we may consider alternatives.

Delivery on Client Portal	Schedule <sup>1, 2</sup>
Kickoff Call with Client	2 days after notice to proceed
Site Characterization	5 weeks after notice to proceed
Geotechnical Engineering	6 weeks after notice to proceed

1. Upon receipt of your notice to proceed we will activate the schedule component on **Client Portal** with specific, anticipated dates for the delivery points noted above as well as other pertinent events.
2. Standard workdays. We will maintain an activities calendar within on **Client Portal**. The schedule will be updated to maintain a current awareness of our plans for delivery.

### Exhibit D – Site Location



### Exhibit E – Anticipated Exploration Plan





Colburn Dr

Bittersweet Dr

Forest Ln

Tower Rd

on Ave

Plantation Ave

Plantation Ave

Chateau Cr

Broadmore Ave

Statler Ave

Highland Country Estates

Buddy Ave

Ramada Dr

ood Ave

Fleetwood Ave

Fleetwood Ave

gs Lake Dr

Kings Lake Dr

Kings Lake Dr

Saxon Blvd

Saxon Blvd

Shipyard Ln

Ladybird Academy of Debarry

Serenity Cir

Saxon Cove Apartments

Shipyard Ln

Downstream Lp

Brassington Dr

Google





Saxon Blvd

Highway 17-92



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### VOLUNTEER ADVISORY BOARD/COMMITTEE APPLICATION

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- Charter Review Committee
- Citizens Advisory Committee to the TPO
- Golf Cart Review Committee
- Historic Preservation Advisory Board**
- Orlandia Heights Neighborhood Improvement District Board
- River of Lakes Heritage Corridor Scenic Highway Board
- Temporary Appointed City Council Member
- Volusia Growth Management Commission

**PERSONAL (PLEASE PRINT)**

Name: Rob Sullivan

Mailing Address: 59 LAKE DR.

City: DeBary State: FL Zip: 32713

Residence (if different from mailing):

Home Phone: 386-837-8322 Business Phone: \_\_\_\_\_

Email Address: robertdouglassullivan@gmail.com

Are you a registered voter in DeBary? Yes  No

Length of residency in DeBary: Years 47 Months 6

Occupation: N/A





Applicant Name: Rob Sullivan

**EDUCATION**

High School: TCHS

College: \_\_\_\_\_ Degree: \_\_\_\_\_

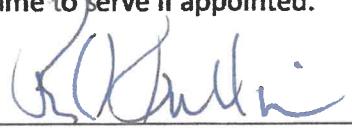
Postgraduate: \_\_\_\_\_ Degree: \_\_\_\_\_

**ACTIVITIES / COMMUNITY INVOLVEMENT:** Two terms on DeBary City Council 1993 - 1997 (DeBary first council)

**WHY DO YOU WANT TO SERVE ON THIS/THESE BOARDS?:** I think I can be of help with some of this history of DeBary

**WHAT WOULD YOU WANT TO ACCOMPLISH DURING YOUR TERM?:** What ever committee wants me to do.

I understand the responsibilities associated with being a board/committee member and I have adequate time to serve if appointed.

Signature: 

Date: May 8, 2023

RETURN COMPLETED APPLICATION TO:

City Clerk  
City of DeBary  
16 Colomba Road  
DeBary, Florida 32713  
(386) 601-0219  
ahatch@debary.org



### VOLUNTEER ADVISORY BOARD/COMMITTEE APPLICATION

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- Temporary Appointed City Council Member
- Volusia Growth Management Commission

**PERSONAL (PLEASE PRINT)**

Name: Sarah A Smith

Mailing Address: 225 Alexandra Woods Drive

City: Debary State: FL Zip: 32713

Residence (if different from mailing):

Home Phone: 407-416-5745 Business Phone: 386-668-0691

Email Address: Mormcgowan@gmail.com

Are you a registered voter in DeBary? Yes  No

Length of residency in DeBary: Years 21 Months 7

Occupation: Controller

Applicant Name: Sarah A Smith

Are you currently serving on any other City advisory boards? Yes  No

Have you ever served on a City advisory board? Yes  No

If yes, when and which board? \_\_\_\_\_

Have you graduated from DeBary Citizens Academy? Yes  No

**WORK HISTORY (PLEASE PRINT)**

Present Employer Name: Technical Electric Systems

Employer Address: 87 S Charles Richard Beall Blvd

Employer Phone Number: 386-668-0691 Employment Dates: 09/2013-present

Job Duties: Permitting, bookkeeping, HR, Tax preparation, financial reports

Payroll, scheduling, non engineered drawings, and so much more

Previous Employer Name: DS Creative Housing

Employer Address: 4100 St John's Parkway, Sanford

Employer Phone Number: \_\_\_\_\_ Employment Dates: 09/07-6/13

Job Duties: Marketing, HR, bookkeeping, presentations,  
trade shows

**REFERENCES (May be business and/or personal) (PLEASE PRINT)**

NAME, ADDRESS & TELEPHONE NUMBER Andy Schulz, 575 Woodford Drive,  
386-804-4148 debary

NAME, ADDRESS & TELEPHONE NUMBER Jennifer Hampshire, 1 Woodbound Lakes  
407-547-5054

NAME, ADDRESS & TELEPHONE NUMBER Tylwyth Hill, 12 Madera Rd,  
209-204-5244

Applicant Name: Sarah A Smith

**EDUCATION**

High School: Lake Mary High School

College: Seminole State , Purdue University Degree: AA, AS, and Accounting

Postgraduate: \_\_\_\_\_ Degree: \_\_\_\_\_

**ACTIVITIES / COMMUNITY INVOLVEMENT:** DeBary Sports, camps, and recreation

Activities since 2005

In college full time finishing my degree ( 5 children later)

**WHY DO YOU WANT TO SERVE ON THIS/THESE BOARDS?:** I have raised and am

still raising 5 children in this town. I have watched it grow since 2001  
This town and its aesthetics are important to me and my family.

**WHAT WOULD YOU WANT TO ACCOMPLISH DURING YOUR TERM?:** Be an integral  
Part of making decisions for this community that will impact my children  
And future citizens of this city. Nature and culture focused with forward  
Thinking landscape of this town.

I understand the responsibilities associated with being a board/committee member and I have adequate time to serve if appointed.

Signature:  Date: 05/06/2023

RETURN COMPLETED APPLICATION TO:

City Clerk  
City of DeBary  
16 Colomba Road  
DeBary, Florida 32713  
(386) 601-0219  
ahatch@debary.org



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### VOLUNTEER ADVISORY BOARD/COMMITTEE APPLICATION

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- Volusia Growth Management Commission

**PERSONAL (PLEASE PRINT)**

Name: Susan Preil

Mailing Address: 405 Havilland Court

City: DeBary State: FL Zip: 32713

Residence (if different from mailing):

Home Phone: cell: 407-432-0590 Business Phone: 407-806-4123

Email Address: susan.preil@atkinglobal.com

Are you a registered voter in DeBary? Yes  No

Length of residency in DeBary: Years 27 Months 11

Occupation: Landscape Architect

Applicant Name: Susan Preil

Are you currently serving on any other City advisory boards? Yes  No

Have you ever served on a City advisory board? Yes  No

If yes, when and which board? Don't recall year - perhaps 10 years ago?  
Streetscape Committee

Have you graduated from DeBary Citizens Academy? Yes  No

**WORK HISTORY (PLEASE PRINT)**

Present Employer Name: Atkins North America

Employer Address: 482 S Keller Rd, Ste 300, Orlando, FL 32810

Employer Phone Number: 407-647-7275 Employment Dates: 1993-2001 and 2003-present

Job Duties: Project Manager and lead landscape architect for FDOT continuing services landscape contract. Performing reviews of designers plans to ensure they meet FDOT requirements for design and safety. Consultant to FDOT Scenic Byways - including River of Lakes where I work with volunteers to facilitate meetings and research funding sources. Licensed landscape architect in FL since 2000.

Previous Employer Name: Vinson and Elkins LLP

Employer Address: 1455 Pennsylvania Ave. NW, Ste 700, Washington, DC 20004

Employer Phone Number: 202-639-6551 Employment Dates: 1988-1990

Job Duties: Worked with two attorneys preparing briefs and litigation documents, maintained files, calendars and case deliverables.

**REFERENCES (May be business and/or personal) (PLEASE PRINT)**

NAME, ADDRESS & TELEPHONE NUMBER (business)  
David Larsen, 412 Victoria Hills Drive, Deland, FL 32724  
407-399-1364

NAME, ADDRESS & TELEPHONE NUMBER (business)  
Cindy Sullivan, Enterprise Museum, 360 Main St., Enterprise, FL 32725  
386-804-6987

NAME, ADDRESS & TELEPHONE NUMBER (personal)  
Jane Wright, 119 Birkwood Ct. DeBary, FL 32713  
386-747-8096

Applicant Name: Susan Preil

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**EDUCATION**

High School: Friendly High School, Ft. Washington, MD

College: Prince George's Community College, Maryland  
University of Florida

Degree: AA Para-legal  
Bachelors Landscape Architect

Postgraduate: \_\_\_\_\_ Degree: \_\_\_\_\_

**ACTIVITIES / COMMUNITY INVOLVEMENT:** \_\_\_\_\_

Volunteered for several years at DeBary Hall Historical Site. Sat on the board (secretary & VP), raised funds for restoration and preservation of the mansion and it's grounds. I volunteered for the city several years ago on the streetscape committee - using my expertise as a designer assisted with the bus shelter design and coord. with fabricators.

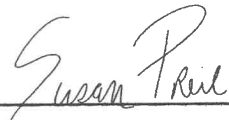
**WHY DO YOU WANT TO SERVE ON THIS/THESE BOARDS?:** \_\_\_\_\_

I've lived here since just after DeBary became a city and have a passion for history. My first boss a retired marine at the Library of Congress instilled in me a sense of pride for my community and belief that everyone should volunteer a few hours a month then we could accomplish so much. I've volunteered at Historic DeBary Hall, worked with the River of Lakes Heritage Corridor and believe I can help the city achieve its goals.

**WHAT WOULD YOU WANT TO ACCOMPLISH DURING YOUR TERM?:** \_\_\_\_\_

I would like to support the city in the documentation and organization of an inventory of our history, educate the community and preserve/protect for the future Debarians. I think my knowledge of the history of DeBary Hall can help give a full picture of the evolution of our town. I'd also like to set the groundwork for an Arcadia publication for DeBary (<https://www.arcadiapublishing.com/>) the city wishes to.

I understand the responsibilities associated with being a board/committee member and I have adequate time to serve if appointed.

Signature: 

Date: May 12, 2023

RETURN COMPLETED APPLICATION TO:

City Clerk  
City of DeBary  
16 Colomba Road  
DeBary, Florida 32713  
(386) 601-0219  
ahatch@debary.org



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**VOLUNTEER ADVISORY BOARD/COMMITTEE APPLICATION**

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- River of Lakes Heritage Corridor Scenic Highway Board
- Temporary Appointed City Council Member
- Volusia Growth Management Commission

**PERSONAL (PLEASE PRINT)**

Name: Sherilyn Scott

Mailing Address: 404 Hollingsworth Ct.

City: DeBary State: FL Zip: 32713

Residence (if different from mailing):

Home Phone: 386-668-0384 Business Phone: 407-474-1269

Email Address: SScottx4@att.net

Are you a registered voter in DeBary? Yes  No

Length of residency in DeBary: Years 27 Months 10 July 1996

Occupation: Tastefully Simple Consultant

Applicant Name: Sherilyn Scott

Are you currently serving on any other City advisory boards? Yes  No

Have you ever served on a City advisory board? Yes  No

If yes, when and which board? Volunteer Board / 10 year Anniversary Celebration Board

Have you graduated from DeBary Citizens Academy? Yes  No

**WORK HISTORY (PLEASE PRINT)**

Present Employer Name: Self-Employed Tastefully Simple Consultant

Employer Address: 404 Hollingsworth Court, DeBary 32713

Employer Phone Number: 407-474-7269 Employment Dates: March 2019

Job Duties:

Independent Consultant, multi-level marketing selling meal kits and other prepared food online, home party, vendor, festival sales etc.

Previous Employer Name: Orlando Regional Medical Center

Employer Address: 201 S. Orange Ave., Orlando, FL 32801

Employer Phone Number: NA - so old " Employment Dates: 1990 - 1997

Job Duties:

Developed and implemented online patient care systems. Educated medical staff use of system.

**REFERENCES (May be business and/or personal) (PLEASE PRINT)**

NAME, ADDRESS & TELEPHONE NUMBER Cathy Scribber 386-801-4646  
20 Paddock Court, DeBary, FL 32713

NAME, ADDRESS & TELEPHONE NUMBER Tracy Mestre 386-848-2169  
840 Terrapin Dr., DeBary, FL 32713

NAME, ADDRESS & TELEPHONE NUMBER Pena Winant  
400 Hollingsworth Ct. DeBary, FL 32713

386-956-8109

Applicant Name: Sherilyn Scott

**EDUCATION**

High School: Plymouth-Carver H.S. Plymouth, MA

College: University of N.H. @ Plymouth Degree: BS Comprehensive Bus. Education

Postgraduate: NA Degree: NA

**ACTIVITIES / COMMUNITY INVOLVEMENT:** Served on Board of Directors

DeBary Hall Historic Site, Friends of DeBary Hall - 15 years  
Volunteer Board City of DeBary - 2 years DeBary 10-year  
anniversary Celebration Committee - Volunteer @ DeBary Hall

**WHY DO YOU WANT TO SERVE ON THIS/THESE BOARDS?:** \_\_\_\_\_

Restoration, education, presentation of DeBary  
historical info, documents, artifacts, etc. & to learn  
more about our history

**WHAT WOULD YOU WANT TO ACCOMPLISH DURING YOUR TERM?:** Work cohesively

with committee to <sup>learn more</sup> preserve and educate DeBary residents  
on historical DeBary

I understand the responsibilities associated with being a board/committee member and I have adequate time to serve if appointed.

Signature: Sherilyn Scott Date: May 17, 2023

RETURN COMPLETED APPLICATION TO:

City Clerk  
City of DeBary  
16 Colomba Road  
DeBary, Florida 32713  
(386) 601-0219  
ahatch@debary.org



### VOLUNTEER ADVISORY BOARD/COMMITTEE APPLICATION

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- Temporary Appointed City Council Member
- Volusia Growth Management Commission

**PERSONAL (PLEASE PRINT)**

Name: RANDALL SMITH

Mailing Address: 216 FLORIDA WILLOW AVE

City: DEBARY State: FL Zip: 32713

Residence (if different from mailing):

Home Phone: 407-955-2082 Business Phone: SAME

Email Address: Smirandall@gmail.com

Are you a registered voter in DeBary? Yes  No

Length of residency in DeBary: Years 2 Months 11

Occupation: PHARMACIST / MANAGER

Applicant Name: RANDALL SMITH

Are you currently serving on any other City advisory boards? Yes \_\_\_ No X

Have you ever served on a City advisory board? Yes \_\_\_ No X

If yes, when and which board? \_\_\_\_\_

Have you graduated from DeBary Citizens Academy? Yes X No \_\_\_

**WORK HISTORY (PLEASE PRINT)**

Present Employer Name: SELF EMPLOYED

Employer Address: SMITH RANDALL LLC

Employer Phone Number: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_

Previous Employer Name: COPY LOGIX LLC

Employer Address: 976 FLORIDA CENTRAL PKWY

Employer Phone Number: 407-927-0134 Employment Dates: 2017-2022

Job Duties: DIRECTOR OF OPERATIONS

**REFERENCES (May be business and/or personal) (PLEASE PRINT)**

NAME, ADDRESS & TELEPHONE NUMBER JASON HERMAN

LAKE MARY FL 727-420-6330

NAME, ADDRESS & TELEPHONE NUMBER JAFER MUTHUVARA

TROY, NY 518-435-0145

NAME, ADDRESS & TELEPHONE NUMBER KENDALL ELLIS, DEBARY, FL  
386-742-7125

Applicant Name: RANDALL SMITH

**EDUCATION**

High School: \_\_\_\_\_

College: ALBANY COLLEGE OF PHARMACY Degree: BS PHARMACY

Postgraduate: \_\_\_\_\_ Degree: \_\_\_\_\_

**ACTIVITIES / COMMUNITY INVOLVEMENT:** DEBARY CITIZENS

ACADEMY, PAST PRESIDENT RUMFORD HISTORICAL  
SOCIETY,

**WHY DO YOU WANT TO SERVE ON THIS/THESE BOARDS?:** HELP GUIDE

THE COMMUNITY TO PRESERVE HISTORICAL AREAS  
AND PRESERVE INDIGENOUS PEOPLES HISTORY / COMMUNITIES  
WITHIN DEBARY.

**WHAT WOULD YOU WANT TO ACCOMPLISH DURING YOUR TERM?:** 1) VISIBILITY

SOCIAL MEDIA PRESENCE 2) DATABASE ALL CURRENT

HX DATA 3) INVOLVE COMMUNITY IN ACTIVITIES

PORTRAYING HISTORICAL EVENTS 4) ENCOURAGE CITY COUNCIL  
MEMBERS TO ESTABLISH GUIDELINES FOR DEVELOPMENT OF HX SITES  
I understand the responsibilities associated with being a board/committee member and I have  
adequate time to serve if appointed.

Signature: 

Date: 5/16/2023

RETURN COMPLETED APPLICATION TO:

City Clerk  
City of DeBary  
16 Colomba Road  
DeBary, Florida 32713  
(386) 601-0219  
ahatch@debary.org



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- Temporary Appointed City Council Member
- Volusia Growth Management Commission

**PERSONAL (PLEASE PRINT)**

Name: Stuart Scott

Mailing Address: 404 Hollingsworth Ct.

City: DeBary State: FL Zip: 32713

Residence (if different from mailing):

Home Phone: 386-668-0384 Business Phone: 407-334-6118

Email Address: Stuscott404@yahoo.com

Are you a registered voter in DeBary? Yes  No

Length of residency in DeBary: Years 27 Months     

Occupation: Banker

Applicant Name: Stuart Scott

Are you currently serving on any other City advisory boards? Yes  No

Have you ever served on a City advisory board? Yes  No

If yes, when and which board? \_\_\_\_\_

Have you graduated from DeBary Citizens Academy? Yes  No

**WORK HISTORY (PLEASE PRINT)**

Present Employer Name: Seaside Bank

Employer Address: 201 S. Orange Ave Suite 1350  
ORLANDO, FL 32801

Employer Phone Number: 407-334-6118 Employment Dates: 8/2006-Present

Job Duties: Advisor to Business Retirement Accounts

Previous Employer Name: SunTrust Banks

Employer Address: 200 S. Orange Ave, Orlando, FL 32801

Employer Phone Number: \_\_\_\_\_ Employment Dates: 11/1989-8/2006

Job Duties: Regional Manager - SunTrust Securities

**REFERENCES (May be business and/or personal) (PLEASE PRINT)**

NAME, ADDRESS & TELEPHONE NUMBER NORA Bagby 201 S. Orange Ave  
Orlando, FL 32801 407-567-2202

NAME, ADDRESS & TELEPHONE NUMBER Mike Wiant Hollingsworth Ct.  
DeBary, FL 32713 386-479-2920

NAME, ADDRESS & TELEPHONE NUMBER Philip Rich 201 S. Orange Ave.  
Orlando, FL 32801 407-567-2246



Applicant Name: Stuart Scott

**EDUCATION**

High School: Plymouth-Carver HS. Plymouth, MA

College: Framingham State Degree: BA - History

Postgraduate: \_\_\_\_\_ Degree: \_\_\_\_\_

**ACTIVITIES / COMMUNITY INVOLVEMENT:** DeBary Hall, Inc  
Various positions BOD for 10 years

**WHY DO YOU WANT TO SERVE ON THIS/THESE BOARDS?:** Love of history  
+ of DeBary

**WHAT WOULD YOU WANT TO ACCOMPLISH DURING YOUR TERM?:** Assist in  
the documentation of DeBary History and  
engage the community.

I understand the responsibilities associated with being a board/committee member and I have adequate time to serve if appointed.

Signature: \_\_\_\_\_

Date: 5/26/2023

RETURN COMPLETED APPLICATION TO:

City Clerk  
City of DeBary  
16 Colomba Road  
DeBary, Florida 32713  
(386) 601-0219  
ahatch@debary.org

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CITY of DeBARY

www.debary.org

THE RIVER CITY

### VOLUNTEER ADVISORY BOARD/COMMITTEE APPLICATION

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- Volusia Growth Management Commission

**PERSONAL (PLEASE PRINT)**

Name: Tracy Mestre

Mailing Address: 840 Terrapin Dr.

City: DeBary State: FL Zip: 32713

Residence (if different from mailing):

Home Phone: 386-848-2169 Business Phone: 386-668-3840

Email Address: tmestre@volusia.org

Are you a registered voter in DeBary? Yes  No

Length of residency in DeBary: Years 1 Months 9

Occupation: Site Director DeBary Hall Historic Site

Applicant Name: Tracy Mestre

Are you currently serving on any other City advisory boards? Yes  No

Have you ever served on a City advisory board? Yes  No

If yes, when and which board? \_\_\_\_\_

Have you graduated from DeBary Citizens Academy? Yes  No

**WORK HISTORY (PLEASE PRINT)**

Present Employer Name: County of Volusia

Employer Address: 202 N. FL Ave. DeLand, FL

Employer Phone Number: 386-668-3840 Employment Dates: 10/10/16 to present

Job Duties:

Site Director for DeBary Hall Historic Site  
and Trails Welcome Center.

Previous Employer Name: Seminole County School Board

Employer Address: 400 E. Lake Mary Blvd. Sanford, FL 32773

Employer Phone Number: 407-320-0000 Employment Dates: 8/2001 to 10/2016

Job Duties:

Taught 8<sup>th</sup> grade American History for 15 years.

**REFERENCES (May be business and/or personal) (PLEASE PRINT)**

NAME, ADDRESS & TELEPHONE NUMBER Lisa Perez 321-317-9560

523 Cidermill Place Lake Mary Blvd 32746

NAME, ADDRESS & TELEPHONE NUMBER Anne Fox 407-330-2368

792 Keeneland Pike Lake Mary 32746

NAME, ADDRESS & TELEPHONE NUMBER Dorothy Watt 386-801-6204  
Clare Hitch Dr., Statesville, N.C.

Applicant Name: Tracy Mestre

**EDUCATION**

High School: Lyman High School

College: University of Central Florida Degree: History

Postgraduate: \_\_\_\_\_ Degree: \_\_\_\_\_

**ACTIVITIES / COMMUNITY INVOLVEMENT:** Currently volunteering for the Journey Church on the serve team for the neighborhood sharing center. Was Timbercrest Elementary PTA President, Vice President, and Treasurer from 1996-2001. served on Student Advisory Board from 1998 to 2001.

**WHY DO YOU WANT TO SERVE ON THIS/THESE BOARDS?:** I live and work in the City of DeBary and I would like to help preserve its historic assets.

**WHAT WOULD YOU WANT TO ACCOMPLISH DURING YOUR TERM?:** I would like to help protect and preserve the historic resources of the City of DeBary and help establish guidelines to accomplish that task.

I understand the responsibilities associated with being a board/committee member and I have adequate time to serve if appointed.

Signature: Tracy Mestre Date: 5/23/2023

RETURN COMPLETED APPLICATION TO:

City Clerk  
City of DeBary  
16 Colomba Road  
DeBary, Florida 32713  
(386) 601-0219  
ahatch@debary.org

MAY 26 2023

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- Golf Cart Review Committee
- Historic Preservation Advisory Board**
- Orlandia Heights Neighborhood Improvement District Board
- River of Lakes Heritage Corridor Scenic Highway Board
- Temporary Appointed City Council Member
- Volusia Growth Management Commission

**PERSONAL (PLEASE PRINT)**

Name: Holly Giles

Mailing Address: 120 Plantation Road

City: DeBary State: FL Zip: 32013

Residence (if different from mailing):

Home Phone: [REDACTED] Business Phone: \_\_\_\_\_

Email Address: [REDACTED]

Are you a registered voter in DeBary? Yes  No

Length of residency in DeBary: Years 26 Months \_\_\_\_\_

Occupation: Historical tour guide/property management

Applicant Name: Holly Giles

Are you currently serving on any other City advisory boards? Yes  No

Have you ever served on a City advisory board? Yes  No

If yes, when and which board? \_\_\_\_\_

Have you graduated from DeBary Citizens Academy? Yes  No

**WORK HISTORY (PLEASE PRINT)**

Present Employer Name: County of Volusia - DeBary Hall

Employer Address: 198 Sunrise Blvd.

Employer Phone Number: 386-668-3840 Employment Dates: 6/19 - present

Job Duties: Give tours of DeBary Hall to the public about area history and the DeBary family.

Previous Employer Name: Self-employed - River City Properties

Employer Address: 120 Plantation Road DeBary, FL 32713

Employer Phone Number: \_\_\_\_\_ Employment Dates: 2003 - 2019

Job Duties: managed rental homes in DeBary and Orange City.

**REFERENCES (May be business and/or personal) (PLEASE PRINT)**

NAME, ADDRESS & TELEPHONE NUMBER Beth Goodale 386-956-7190

146 Sanford Avenue DeBary, FL 32713

NAME, ADDRESS & TELEPHONE NUMBER Tracy Mestre - 386-848-2169

198 Sunrise Blvd. DeBary, FL 32713

NAME, ADDRESS & TELEPHONE NUMBER June Metcalf - 407-491-1287

126 Plantation Road, DeBary, FL 32713

Applicant Name: Holly Giles

**EDUCATION**

High School: Edgewater High

College: Southern Adventist U, Degree: A.S. Science

Postgraduate: \_\_\_\_\_ Degree: \_\_\_\_\_

**ACTIVITIES / COMMUNITY INVOLVEMENT:** Florida master naturalist-

I give plant walks and history talks. Volunteer  
with youth programs with FWC. I home-schooled  
my boys and we were active in community sports and activities

**WHY DO YOU WANT TO SERVE ON THIS/THESE BOARDS?:** \_\_\_\_\_

I want to learn how to serve on a subject

I am passionate about in my community.

**WHAT WOULD YOU WANT TO ACCOMPLISH DURING YOUR TERM?:** I would like  
to help identify, protect and preserve the history  
our town was founded on. Especially our natural  
and wildlife areas.

I understand the responsibilities associated with being a board/committee member and I have adequate time to serve if appointed.

Signature: Holly Giles Date: 5-25-23

RETURN COMPLETED APPLICATION TO:

City Clerk  
City of DeBary  
16 Colomba Road  
DeBary, Florida 32713  
(386) 601-0219  
ahatch@debary.org