PORT ORANGE CITY COUNCIL

SPECIAL MEETING/WORKSHOP

Council Chambers

Tuesday, September 26, 2017 @ 6:30 PM

Pursuant to Section 3.06 of the Charter of the City of Port Orange, the Mayor has called a **Special Meeting/Workshop** of the City Council to be held for the following purposes:

OPENING

1. Pledge of Allegiance
2. Silent Invocation
3. Roll Call

ACTION ITEMS

4. Resolution No. 17-43 - Stormwater Fee Increase

DISCUSSION ITEMS

5. Debris Management Plan-Private Property Debris Removal
6. State Funding Formula (DCD) - Florida Education Finance Program

ADJOURNMENT

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COUNCIL WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE OR SHE MAY NEED TO ENSURE AT HIS OR HER OWN EXPENSE FOR THE TAKING AND PREPARATION OF A VERBATIM RECORD OF ALL TESTIMONY AND EVIDENCE OF THE PROCEEDINGS UPON WHICH THE APPEAL IS TO BE BASED.

NOTE: IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE CITY CLERK FOR THE CITY OF PORT ORANGE, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129, TELEPHONE NUMBER 386-506-5563, CITYCLERK@PORT-ORANGE.ORG, AS FAR IN ADVANCE AS POSSIBLE, BUT PREFERABLY WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING DATE. IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 7-1-1 or 1-800-8771.

UPON REQUEST BY A QUALIFIED INDIVIDUAL WITH A DISABILITY, THIS DOCUMENT WILL BE MADE AVAILABLE IN AN ALTERNATE FORMAT. IF YOU NEED TO REQUEST THIS DOCUMENT IN AN ALTERNATE FORMAT, PLEASE CONTACT THE CITY CLERK WHOSE CONTACT INFORMATION IS PROVIDED ABOVE.

ANY INVOCATION THAT IS OFFERED BEFORE THE OFFICIAL START OF THE CITY COUNCIL MEETING SHALL BE THE VOLUNTARY OFFERING OF A PRIVATE PERSON, TO AND FOR THE BENEFIT OF THE CITY COUNCIL. THE VIEWS OR BELIEFS EXPRESSED BY THE INVOCATION SPEAKER HAVE NOT BEEN PREVIOUSLY REVIEWED OR APPROVED BY THE CITY COUNCIL OR THE CITY STAFF, AND THE CITY IS NOT ALLOWED BY LAW TO ENDORSE THE RELIGIOUS BELIEFS OR VIEWS OF THIS, OR ANY OTHER SPEAKER. PERSONS IN ATTENDANCE AT THE CITY COUNCIL MEETING ARE INVITED TO STAND DURING THE OPENING INVOCATION AND PLEDGE OF ALLEGIANCE. HOWEVER, SUCH INVITATION SHALL NOT BE CONSTRUED AS A DEMAND, ORDER, OR ANY OTHER TYPE OF COMMAND. NO PERSON IN ATTENDANCE AT THE MEETING SHALL BE REQUIRED TO PARTICIPATE IN ANY

OPENING INVOCATION THAT IS OFFERED. A PERSON MAY EXIT THE CITY COUNCIL CHAMBERS AND RETURN UPON COMPLETION OF THE OPENING INVOCATION IF A PERSON DOES NOT WISH TO PARTICIPATE IN OR WITNESS THE OPENING INVOCATION.

CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/26/2017

Consent item: No

SUBJECT: (4) Resolution No. 17-43 - Stormwater Fee Increase

DEPARTMENT: Finance

GOAL:

RECOMMENDED MOTION: Move to approve Resolution No. 17-43.

SUMMARY: The City is proposing to increase the annual Stormwater Special Assessment fee from the current rate of $100 per Equivalent Residential Unit (ERU) to a new proposed rate of $120 per ERU. This proposed increase of $20 per ERU would approximately generate an additional $800K in revenue in fiscal year (FY) 2018.

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Reso. No. 17-43	Reso. No. 17-43.pdf
2.	Stormwater Presentation	Drainage Budget Presentation - Final - for 9-26-17 CC Mtg - rescheduled from 9-12-17.pdf
3.	Letters from Citizens	SKM_C754e17092114160.pdf

Robin Fenwick	Created/Initiated - 09/14/2017
Tracey Riehm	Approved - 09/19/2017
Matthew Jones	Approved - 09/21/2017
Jake Johansson	Approved - 09/21/2017
Robin Fenwick	Final Approval - 09/21/2017

RESOLUTION NO. 17-43

A RESOLUTION OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA; ADOPTING A RATE INCREASE FOR THE ANNUAL STORMWATER UTILITY FEES IMPOSED BY THE CITY IN ACCORDANCE WITH CHAPTER 74, SECTIONS 156-164 OF THE CITY CODE OF ORDINANCES; DESCRIBING THE UNIT OF MEASUREMENT FOR THE STORMWATER UTILITY FEES; PROVIDING FOR COLLECTION OF THE STORMWATER UTILITY FEES PURSUANT TO THE TAX BILL COLLECTION METHOD AUTHORIZED BY SECTION 197.3632, FLORIDA STATUTES; APPROVING THE FISCAL YEAR 2017 NON-AD VALOREM ASSESSMENT ROLL FOR SUCH FEES; DIRECTING CERTIFICATION OF SUCH ROLL TO THE VOLUSIA COUNTY TAX COLLECTOR; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Port Orange (the "City") is authorized by Article VIII, Section 2(b) of the Florida Constitution and Sections 166.021, 197.3632 and 403.0893, Florida Statutes to establish a stormwater drainage utility, to impose annual stormwater utility fees sufficient to plan, construct, operate and maintain stormwater management systems, and to provide for the collection of such fees pursuant to the uniform method by which the fees are included on the annual property tax bill mailed by the Volusia County Tax Collector each November; and

WHEREAS, in accordance therewith, the City Council adopted Sections 74-156 through 74-164 of the City of Port Orange Code of Ordinances which established a stormwater drainage utility and provided for the calculation, imposition and collection of stormwater drainage utility fees and capital facilities charges (the "Stormwater Ordinance"); and

WHERES, the City imposes such fees and charges each year to fund the annual provision of stormwater management services and facilities, and collects the fees and charges on the annual property tax bill as authorized by Section 197.3632, Florida Statutes (the "Uniform Collection Act"); and

WHEREAS, the City of Port Orange must ensure that Stormwater Drainage Utility System is properly designated, constructed and maintained within the City in an efficient manner to promote the general health, safety and welfare of the citizens; and

WHEREAS, pursuant to the Uniform Collection Act, the City must certify a non-ad valorem assessment roll to the Volusia County Tax Collector by September 15th of each year in order to collect the stormwater fees on the annual property tax bill; and

WHEREAS, the non-ad valorem assessment roll includes a list of the parcels for which the stormwater fees will be collected on the annual property tax bill, and the amount of the fees to be imposed against each parcel; and

WHEREAS, the City has imposed the stormwater fees using the tax bill collection method each year since 2005 and is now considering an increase in the rate of the fees for the fiscal year beginning October 1, 2017 ("Fiscal Year 2018"); and

WHEREAS, notice of a public hearing to consider the rate increase has been published and mailed to each affected property owner notifying such property owner of the opportunity to be heard, and the proof of publication and an affidavit of mailing are attached hereto as Appendices A and B respectively; and

WHEREAS, such public hearing was originally scheduled to be held on September 12, 2017, and was postponed due to Hurricane Irma; and

WHEREAS, the public hearing was rescheduled to September 26, 2017, and noticed by posting and publication in accordance with the amended emergency order issued by the State of Florida Department of Revenue on September 8, 2017, attached hereto as Appendix E (the "Emergency Order"); and

WHEREAS, the proof of publication and an affidavit of posting for the rescheduled public hearing are attached hereto as Appendices F and G respectively; and

WHEREAS, comments and objections of all interested persons have been heard and considered as required by law; and

WHEREAS, the City Council has received and considered the Technical Memorandum prepared by the engineering firm QLH, a copy of which is attached hereto as Appendix C, which summarizes the stormwater drainage utility's projected revenue requirements for Fiscal Year 2018 and beyond, and which recognizes the fair and reasonable nature of calculating stormwater utility fees based on the impervious area method contemplated by the Stormwater Ordinance; and

WHEREAS, the City's stormwater drainage utility and the services and facilities associated therewith provide for the proper and safe collection, storage, control, management, treatment and conveyance of the stormwater burden generated by the real property subject to the fees and charges approved hereunder; and

WHEREAS, the benefits derived from the stormwater management services and facilities provided by the City exceed the amount of the fees and charges levied and imposed hereunder, and the fees and charges imposed against any tax parcel subject thereto does not exceed the proportional benefits that such tax parcel will receive compared to any other tax parcel; and

WHEREAS, the City Council hereby finds and determines that the stormwater utility fees imposed in accordance with this Resolution provide an equitable method of funding the stormwater management services and facilities by fairly and reasonably apportioning the costs thereof among the real property specially benefited thereby.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The recitals set forth above are incorporated herein as legislative findings of the City Council.

Section 2. The Mayor and City Council of the City of Port Orange, Florida hereby approve the rate increase for the stormwater utility drainage fees and capital facilities charges as set forth in Sections 3 and 4 hereof, respectively. The stormwater utility fees and charges for Fiscal Year 2018 and each year thereafter shall be collected pursuant to the Uniform Collection Act. Upon adoption hereof, the City Manager shall cause the certification and delivery of the Non-Ad Valorem Assessment Roll for such fees and charges to the Volusia County Tax Collector by September 29, 2017, in accordance with the Emergency Order, and by September 15 of each successive year, in the manner prescribed by the Uniform Collection Act. The roll as delivered to the Tax Collector shall be accompanied by a Certificate to Non-Ad Valorem Assessment Roll in substantially the form attached hereto as Appendix D. The Non-Ad Valorem Assessment Roll, a copy of which is available in the Port Orange City Clerk's Office located at 1000 City Center Circle, Port Orange, Florida 32129, is hereby approved and incorporated herein by reference.

The stormwater utility fees for certain tax parcels shall be collected by direct billing instead of the uniform collection method. A list of such tax parcels is available in the office of the City Clerk.

Section 3. The unit of measurement to be applied against each parcel shall be one Single-Family Unit (SFU) for each residential unit as defined and described in the Stormwater Ordinance. Parcels that contain more than one SFU are charged an amount equal to the total number of SFU's multiplied by the single-family rate defined in Section 3, below. All developed property, except dwelling units, shall be charged based upon the amount of impervious surface on the parcel; and each 3,050 square feet or portion thereof of impervious surface not used as a dwelling unit on said property shall equal one SFU, and the minimum service charge shall be that established for one SFU. The use of impervious surface area is hereby approved, ratified and confirmed as a fair and reasonable method of apportioning the benefits conveyed by the City's stormwater drainage utility among the real property specially benefitted thereby.

Section 4. The amount of the stormwater drainage utility fee for Fiscal Year 2018 shall be **$120.00 per SFU**, and shall continue year after year unless or until amended by resolution of City Council. This fee is deemed reasonable and is necessary to pay for the operation, maintenance, administration and capital improvements of the existing city stormwater drainage facilities and the operation, maintenance, administration

and capital improvements of such future stormwater drainage facilities as may be established within the city and to pay for the design, right-of-way acquisition and construction or reconstruction of stormwater drainage facilities to the extent that such costs have been determined to be the responsibility of developed properties.

Section 5. The capital facilities charge, a portion of the amount of assessment set forth in Section 3 above, shall be **$43.20 per SFU**. The capital facilities charge is deemed reasonable and is necessary to pay for capital improvements of the existing city stormwater drainage facilities and capital improvements of such future stormwater drainage facilities as may be established within the city.

Section 6. All resolutions or parts thereof in conflict herewith or contrary hereto are hereby repealed to the extent of such conflict.

Section 7. If any section, subsection, clause, phrase, or portion of this resolution, or application hereof, is for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion or provision and such holding shall not affect the validity of the remaining portions or applications hereof.

Section 8. This resolution shall supersede Resolution 05-70 and become effective immediately upon adoption.

_____
MAYOR DONALD O. BURNETTE

ATTEST:

_____
Robin L. Fenwick, CMC, City Clerk

Adopted on the _____ day of _____, 2017

Reviewed and Approved: _____
Matthew J. Jones, Deputy City Attorney

APPENDIX A

PUBLISHER'S AFFIDAVIT

THE NEWS-JOURNAL

Published Daily and Sunday
Daytona Beach, Volusia County, Florida

State of Florida,
County of Volusia

Before the undersigned authority personally appeared

Cynthia Anderson

who, on oath says that she is .....

LEGAL COORDINATOR

of The News-Journal, a daily and Sunday newspaper, published at Daytona Beach in Volusia County, Florida; the attached copy of advertisement, being a .....

PUBLIC NOTICE

L 2257702

in the Court,
was published in said newspaper in the issues.....

AUGUST 14, 2017

Affiant further says that The News-Journal is a newspaper published at Daytona Beach, in said Volusia County, Florida, and that the said newspaper has heretofore been continuously published in said Volusia County, Florida, each day and Sunday and has been entered as second-class mail matter at the post office in Daytona Beach, in said Volusia County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper

Cynthia Anderson

Sworn to and subscribed before me

This **14TH** of **AUGUST**

A.D. 2017

Deborah Lynn Keesee

49D

DEBORAH LYNN KEESEE
Notary Public - State of Florida
Commission # GG 115276
My Comm. Expires Jul 15, 2021
Bonded through National Notary Assn.

DF-0002257702-01

NOTICE OF HEARING TO IMPOSE AND PROVIDE FOR COLLECTION OF NON-AD VALOREM ASSESSMENTS TO FUND STORMWATER SERVICES AND FACILITIES

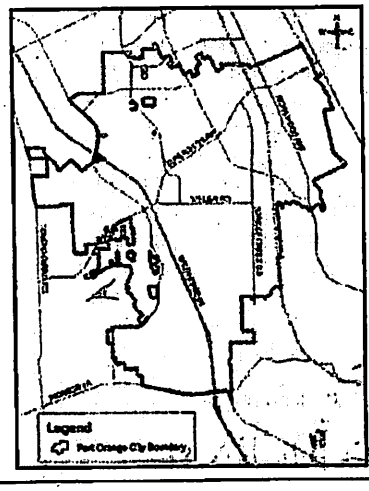
Chapter 74, Article V of the Port Orange Code of Ordinances (the "Stormwater Utility Ordinance") establishes a stormwater drainage utility and authorizes imposition of an annual stormwater drainage utility fee (the "Stormwater Utility Fee") by the City of Port Orange (the "City") to fund the costs incurred by the City in providing stormwater services, facilities, equipment and improvements each year. The ordinance describes how the fee is calculated and authorizes collection of the fee pursuant to the uniform collection method set forth in section 197.3632, Florida Statutes (the "Uniform Collection Act"), pursuant to which non-ad valorem assessments such as the Stormwater Utility Fee may be collected on the annual ad valorem tax bill mailed each November. The City has imposed the Stormwater Utility Fee and collected the fee pursuant to the uniform method each year since 2005.

Notice is hereby given that the City Council of Port Orange will hold a public hearing at 5:00 p.m., or soon thereafter, on September 12, 2017 in the City Council Chambers on the First Floor of City Hall, 1000 City Center Circle, Port Orange, Florida 32129, to consider approving the Stormwater Utility Fee for the fiscal year beginning October 1, 2017 ("Fiscal Year 2017-18"). During the public hearing, the City Council will receive comments on the proposed Stormwater Utility Fee including collection on the ad valorem tax bill. All affected property owners have a right to appear at the hearing and to file written objections with the City Council within twenty (20) days of this notice.

If approved by City Council at the public hearing, the Stormwater Utility Fee will be imposed at a rate not to exceed $120 per SFU for Fiscal Year 2017-18 and each fiscal year thereafter. The Stormwater Utility Fee based upon such rate is an annual charge that will continue from year to year and will be collected by the Tax Collector of Volusia County on the ad valorem tax bill mailed each November, commencing in November 2017. The fee for each property is calculated according to the number of Single Family Units ("SFUs") attributable to each tax parcel as of the date the fee is imposed. One (1) SFU equals 3,050 square feet of impervious area. A more specific description of the stormwater drainage utility and the method of computing the fee for each parcel of property are set forth in the Stormwater Utility Ordinance, copies of which, together with the roll of properties subject to the fee, are available for inspection at the office of the City Clerk, located at City Hall, 1000 City Center Circle, Port Orange, Florida 32129. If you have any questions, please contact the City Clerk's Office at (386) 506-5563.

For those property owners who do not receive an annual ad valorem tax bill (i.e. churches and government entities), the annual Stormwater Utility Fee will be collected in monthly installments on the utility bill beginning with the October 2017 billing cycle.

ANY PERSON WISHING TO ENSURE THAT AN ADEQUATE RECORD OF THE PROCEEDINGS IS MAINTAINED FOR APPELLATE PURPOSES IS ADVISED TO MAKE THE NECESSARY ARRANGEMENTS FOR RECORDING AT HIS OR HER OWN EXPENSE. PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE CITY CLERK AT LEAST 48 HOURS IN ADVANCE OF THE MEETING AT (386) 506-5563.



APPENDIX B

AFFIDAVIT OF MAILING

BEFORE ME, personally appeared the undersigned affiant, who after being duly sworn depose and say:

(1) Raymond L. Briggs is the president of BZ Mailing Services, Inc.

(2) On or before August 16, 2017, I mailed or directed the mailing of, notices by first class mail to the owners of certain real property regarding a public hearing to be conducted by the City on September 12, 2017, for purposes of considering stormwater utility fees, at the addresses shown on the real property assessment tax roll database maintained by the Volusia County Property Appraiser for the purpose of the levy and collection of ad valorem taxes.

(3) An exemplary notice is attached.

FURTHER AFFIANT SAYETH NAUGHT.

Raymond L. Briggs, **affiant**

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing Affidavit of Mailing was sworn to and subscribed before me this 5th day of September, 2017, by Raymond L. Briggs. He is personally known to me or has produced FL/DL EXP: 12/25/20 as identification and did take an oath.

(SEAL)

Printed/Typed Name: Tracy M. London
Notary Public-State of Florida
Commission Expires: 8/28/18

TRACY M. LONDON
Commission # FF 134348
Expires August 28, 2018
Bonded Thru Troy Fain Insurance 800-385-7019

APPENDIX C

FORM OF CERTIFICATE
OF NON-AD VALOREM ASSESSMENT ROLL

I HEREBY CERTIFY that I am the City Manager and authorized agent of the City of Port Orange (the "City"), located in Volusia County, Florida; as such I have satisfied myself that all property included or includable on the City's non-ad valorem assessment roll for stormwater utility drainage fees (the "Non-Ad Valorem Assessment Roll") is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I FURTHER CERTIFY that, in accordance with the Uniform Assessment Collection Act, this certificate and the herein described Non-Ad Valorem Assessment Roll will be delivered to the Volusia County Tax Collector by September 29, 2017.

IN WITNESS WHEREOF, I have subscribed this certificate and directed the same to be delivered to the Volusia County Tax Collector and made part of the above described Non-Ad Valorem Assessment Roll this 20th day of September, 2017.

PORT ORANGE, FLORIDA

By: _____
City Manager

APPENDIX D

QLH STORMWATER TECHNICAL MEMORANDUM

QLH
Quentin L. Hampton Associates
Civil and Environmental Engineers
A Mead & Hunt Company

MEMORANDUM

TO: City Council, City of Port Orange
FROM: Brad T. Blais, P.E., QLH, a Mead & Hunt Company
DATE: September 5, 2017
SUBJECT: Proposed Stormwater Utility Charges

The following Technical Memorandum summarizes the current and projected revenues for the City's Stormwater Utility and addresses the need for a rate increase. The City's Finance Dept. and Public Works Department have prepared the FY18 budget and 5-year CIP based on historical revenue information, expenses and the future project list assembled by Public Works. In evaluating the net operating income for the Drainage Utility, it is apparent that the current revenues are adequate to support the Utility's fixed expenses, but are insufficient to support expenditures for new capital projects. Additional revenues are necessary to implement the proposed CIP.

A quick review of the current revenues and expenses is summarized below. The current personnel and operation expenses for the stormwater utility are approximately $2.1M. The current debt service obligations and payment in lieu of taxes (PILT)/Transfers are approximately $1.5M and $270K, respectively. This creates a scenario where the total fixed expenses for the drainage utility fund are approximately $3.9M. Projected revenues for the utility in FY2017 are approximately $4.0M, excluding grants and carryovers. This only leaves approximately $100K/year available to fund future capital projects.

The fixed expenses cannot be appreciably reduced without negatively affecting current operations and maintenance of existing utility infrastructure. The total adopted budget for Public Works in FY17 was approximately $18.5M and the Drainage Fund (412) was $6.98M. This represents approximately 38% of the total departmental budget. Personnel expenses for the Drainage Utility including salary, taxes and overhead were $975K in FY17. This represents approximately 14% of the budget for that part of the department. Similarly, personnel costs for the entire Public Works Department are $3,008,197, representing 16% of the total. Based upon these ratios, personnel costs for the Drainage Utility are generally representative of the total personnel budget for the department. Similarly, individual line items for contract services, vehicles/fleet and other fixed expenses are in line with other departmental expenses. It does not appear that there are any specific portions of the budget that can be significantly reduced without negatively affecting the utility's ability to function. Additionally, there will be no appreciable change in debt service obligations until after FY20.

P.O. Drawer 290247
Port Orange, Florida 32129-0247

Phone: (386) 761-6810
Fax: (386) 761-3977
www.qlha.com

Therefore, if the City intends to plan and construct future drainage improvements projects it will be necessary to raise user charges in order to generate additional revenue. City staff is proposing a rate increase of approximately $20 per equivalent residential unit (ERU). This will generate approximately $800K per year and will provide a level of funding that will allow for planning, design and construction of some projects. This level of funding should be considered as an appropriate interim step to continue necessary operation and maintenance activities as well as constructing projects identified in the 5-year CIP.

It is noted that the stormwater utility charges addressed above are imposed by the City on an annual basis in accordance with Article V, Chapter 74 of the City's Code of Ordinances (the "Stormwater Ordinance"). The Stormwater Ordinance provides for the imposition of *stormwater drainage utility fees* and *capital facility charges*, and describes the method of calculating such fees and charges based upon the impervious surface area of each parcel, as measured in equivalency units. The impervious area approach to allocating stormwater charges is in widespread use by communities throughout Florida and is recognized as a fair and reasonable method for apportioning the costs of providing stormwater management services and facilities among real property benefitted by such services and facilities. The proposed $20/ERU increase is a uniform adjustment and is being proposed in accordance with the referenced ordinance.

In addition to funding for capital projects, funding is proposed within the CIP to complete planning activities that will enable the city to better evaluate future project needs and anticipated costs. Upon completion, the City may wish to evaluate the current drainage utility calculation methodologies for user charges and develop a long-term plan for operation and funding of the utility. This may involve changes to the current ordinance. At this time increasing the drainage utility rate is an appropriate step to fund existing and future activities that may be considered as a minimum amount necessary to accomplish some of the City's current objectives.

APPENDIX E

EMERGENCY ORDER

STATE OF FLORIDA

DEPARTMENT OF REVENUE
OFFICE OF THE EXECUTIVE DIRECTOR

AMENDED EMERGENCY ORDER IMPLEMENTING PROVISIONS OF EXECUTIVE ORDER NUMBER 17-235 (RE: HURRICANE IRMA) (AD VALOREM AND NON-AD VALOREM ASSESSMENTS)

On September 4, 2017, Governor Rick Scott issued Executive Order Number 17-235 (EO 17-235) in response to forecast models predicted for Hurricane Irma and declared a state of emergency for every Florida county.

On September 5, 2017, Governor Scott requested that President Donald J. Trump declare a pre-landfall emergency for the State of Florida in preparation for Hurricane Irma. President Trump approved Governor Scott's request on September 5, 2017, and declared that an emergency exists in the State of Florida due to the emergency conditions resulting from Hurricane Irma.

Pursuant to the authority provided in EO 17-235, the Executive Director of the Florida Department of Revenue (Department) hereby makes the following findings:

1. As of 4 a.m. (EST) on Wednesday, September 6, 2017, Hurricane Irma is a category 5 hurricane on the Saffir-Simpson Hurricane Wind Scale with maximum sustained winds of 185 mph. Current forecast models predict Hurricane Irma will remain a powerful category 4 or 5 hurricane and head into the Straits of Florida. Hurricane Irma poses a severe emergency threat to the entire State of Florida.

2. The severity of the storm is likely to disrupt utilities and other essential services, as well as impair mobility on roads and highways located within the state.

3. Mandatory evacuations have already been issued by Monroe County beginning at 7 a.m. (EST) on Wednesday, September 6, 2017. Residents in low lying areas of Miami-Dade County have also been advised to evacuate. Mandatory evacuations are likely to be issued for additional counties as Hurricane Irma continues to approach Florida. In furtherance of promoting safety, Governor Scott has advised everyone in this state to comply with mandatory evacuations issued due to Hurricane Irma.

4. The emergency preparations for, and response to, Hurricane Irma may impede taxing authorities' proper performance and duties related to holding of millage and budget hearings, as well as the ability of people in this state to safely attend such hearings. Consequently, strict compliance with the provisions of statutes and rules governing these hearings may prevent, hinder, or delay necessary action in coping with the emergency presented by Hurricane Irma.

THEREFORE, the Department, in the interest of public safety, hereby waives the timing compliance requirements of the following statutes and rules to the extent necessary to meet the emergency declared in EO 17-235, and provides additional specific requirements with respect to local taxing authorities holding their millage and budget hearings to ensure consistent adequate notice is provided to taxpayers. The waiver of timing requirements and additional notice conditions set forth herein shall equally apply to non-ad valorem assessments. Consistent with EO 17-235, these waivers and additional requirements are applicable in all Florida counties. The waivers set forth herein shall expire thirty (30) days from the date of execution of EO 17-235, unless otherwise extended by the Department.

A. The timing compliance requirements set forth in sections 197.3632(4)(a), 197.3632(4)(b), 197.3632(5)(a), 200.065(2)(c), 200.065(2)(d), 200.065(2)(f) and 200.065(4), Florida Statutes, and Rule 12D-17.003, Florida Administrative Code, as well as any additional ad valorem or non-ad valorem assessment requirements of law that cannot be timely carried out due to the emergency conditions, are hereby suspended for thirty (30) days from the issuance of EO 17-235, unless otherwise extended by the Department. In lieu of an additional mail notice requirement, any taxing authority, local government, or local governing board that has cancelled a scheduled hearing before the issuance of this Amended Order due to Hurricane Irma, or has cancelled a scheduled hearing after the issuance of this Amended Order due to the emergency conditions outlined above, shall reschedule and advertise the hearings with appropriate notice. The notice shall be published not less than 2 days and not more than 5 days before the public hearing on the tentative budget and proposed millage rate. The same notice publication time frames shall be used before the public hearing to finally adopt the budget and millage rate. This notice publication requirement shall equally apply to hearings required by any law for the adoption of non-ad valorem assessment rolls. These notices shall be published in a newspaper of general paid circulation within the county. A prominent notice showing the date, time and place of the new hearing and measuring not less than 8 x 11 inches shall also be posted at the entrance to the place of the original hearing until the new hearing has commenced. The hearing shall be scheduled within thirty (30) days from the issuance of Executive Order 17-235, unless otherwise extended by the Department.

B. The prohibition in Section 200.065(2)(e)2., Florida Statutes, upon the County Commission and School District in an affected county scheduling hearings on the same day is hereby suspended for thirty (30) days from the issuance of EO 17-235, unless otherwise extended by the Department. If hearings on the same day are unavoidable, the County Commission and School District shall conduct their hearings at different times, and the other taxing authorities shall schedule their hearings so as not to conflict with those of the County Commission and School District. To the extent practicable, all taxing authorities shall schedule the hearings at a time and place that will ensure public access. Where a municipality has already scheduled its tentative or final hearing on the millage and budget, it will not be required to change that hearing date if the County or School Board moves its hearing to a date that is in conflict with the previously scheduled municipal hearing.

DONE AND ORDERED this 8th day of September, 2017, in Tallahassee, Florida.

STATE OF FLORIDA
DEPARMENT OF REVENUE

LEON M. BIEGALSKI
EXECUTIVE DIRECTOR

CERTIFICATE OF FILING

I HEREBY CERTIFY that the foregoing Amended Order has been filed in the official records of the Department of Revenue, this 8th day of September, 2017.

April Warner, Deputy Agency Clerk

APPENDIX F

PUBLISHER'S AFFIDAVIT

APPENDIX G

AFFIDAVIT OF POSTING

BEFORE ME, personally appeared the undersigned affiant, who after being duly sworn depose and say:

(1) Affiant, Robin L. Fenwick, is the City Clerk for the City of Port Orange.

(2) On or before September 6th, 2017, I posted a notice at City Council Chambers, City Hall, City of Port Orange, FL 32129, regarding the rescheduling of a public hearing to be conducted by the City on September 26, 2017, for purposes of considering stormwater utility fees, in accordance with the amended emergency order issued by the State of Florida Department of Revenue on September 8, 2017, attached to Resolution 17-43 as Appendix E.

(3) An exemplary notice is attached.

FURTHER AFFIANT SAYETH NAUGHT.

Robin L. Fenwick, **affiant**

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing Affidavit of ~~Mailing~~ Posting was sworn to and subscribed before me this 20th day of September, 2017, by Robin L. Fenwick. She is ~~personally~~ known to me or has produced _____ as identification and did take an oath.

Printed/Typed Name: Matthew J. Jones
Notary Public-State of Florida
Commission Expires: January 23, 2020

(SEAL)

MATTHEW J. JONES
Commission # FF 952207
Expires January 23, 2020
Bonded Thru Troy Fain Insurance 800-385-7019

FY 2018 Drainage Fee Public Hearing

Finance Department

September 26, 2017

(originally scheduled for Sept. 12, 2017)

Photo courtesy of WKMG

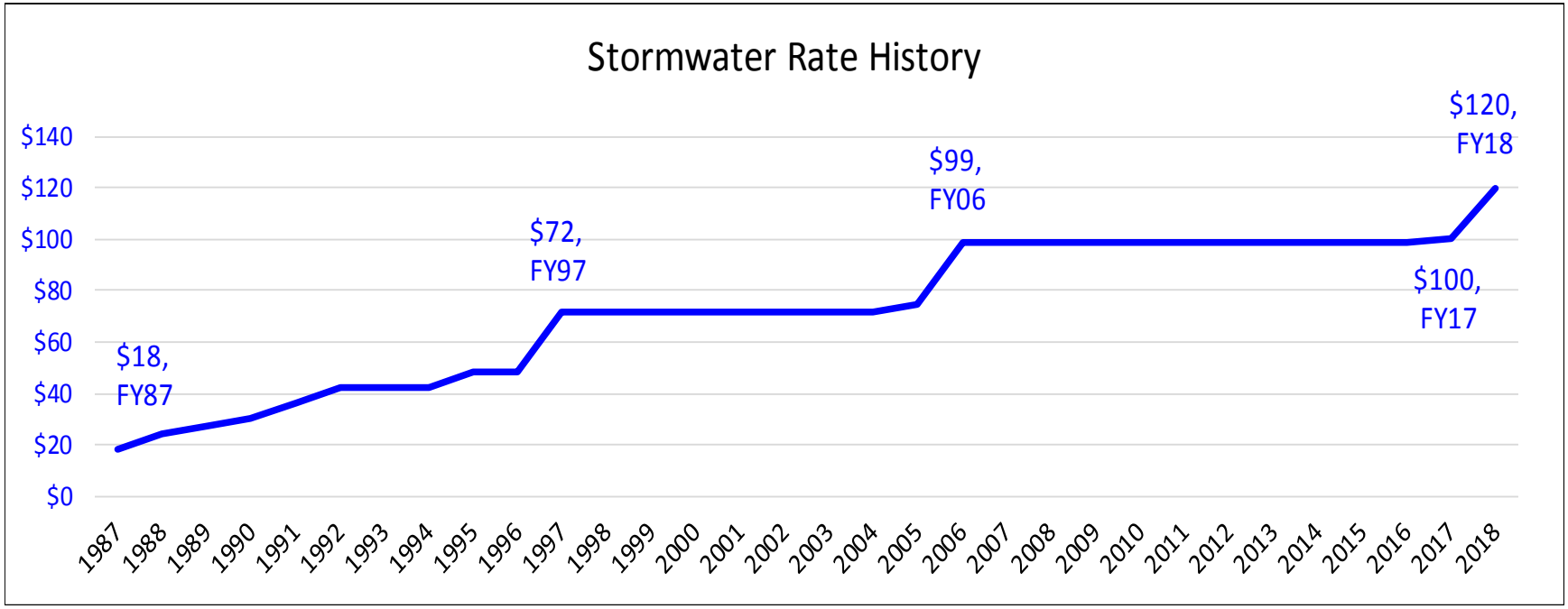
Photo courtesy of WFTV

Purpose / Agenda

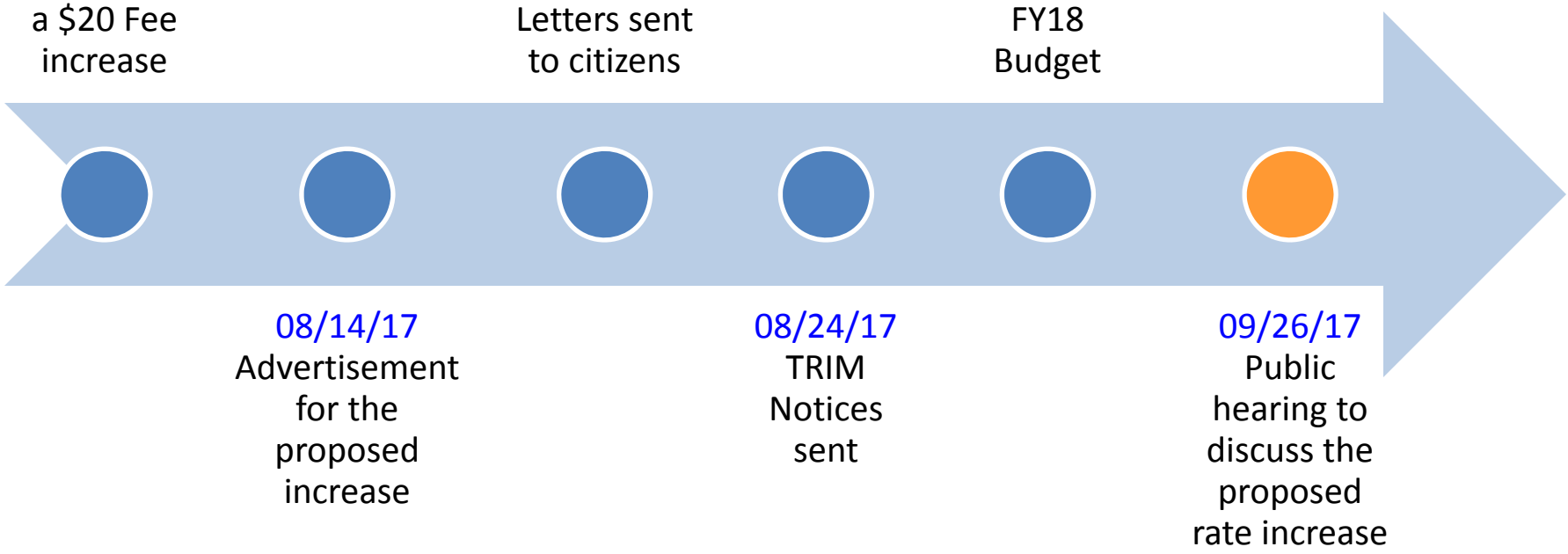
- **Purpose:** Recap proposed increase in Stormwater Fee from $100 per Equivalent Residential Unit (ERU) to $120 per ERU

- **Agenda:**
- Drainage Basics
- Timeline
- Current Year Forecast
- Budget Detail

Drainage Basics



2017 Timeline



Current FY17 Projections

Updated through July 31, 2017

Line	Fund 412 – Drainage Operating		
1	**Beginning Available Funds/Cash 10/1/2016**	**2,834,048**	
2	**Revenues**	**FY 2017 Forecast**	
3	Special Assessments	3,970,610	★
4	Grants/Interest Earnings	1,117,846	
5	Appropriated Equity	2,158,416	
6	**Total Revenue**	**7,246,872**	
7	**Expenses**	**FY 2017 Forecast**	
8	Personnel and Operating	2,090,804	★
9	Capital Outlay	2,399,082	
10	Debt Service	1,465,211	★
11	**Non-Operating**	**159,422**	
12	Transfers	270,981	★
13	Encumbrances	861,372	
14	**Total Expenditures**	**7,246,872**	
15	Ending Available Funds/Cash Estimated as of 9/30/2017	675,632	
16	Reserve Requirements	537,179	
17	**Available Cash Balance Estimate as of 9/30/17**	**138,453**	

Assumptions – Full execution of budgeted funds

Current Funded/Appropriated Active Projects

Updated through July 31, 2017

Line	Project Description	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED	STATUS
	Current Active Projects						
1	Cambridge Canal Stabilization Phase II	532,261	22,461	5,559	504,241	5.26%	Design completed. Construction bid in process
2	**Virginia and Monroe Drainage Improvement Design**	**20,564**	**12,301**		**8,263**	**59.82%**	**Design Completed**
3	White Acres Improvement – GRANT FUNDED	554,236	409,413		144,823	73.87%	Project Completed
4	**White Acres Improvement – CITY FUNDED**	**82,815**	**-**		**82,815**	**0.00%**	Project Completed
5	**Ryanwood Drainage Improvement**	**156,125**	**101,070**	**30,408**	**24647**	**84.21%**	**Project Completed Awaiting Final Acceptance**
6	Pipe Culvert Niver	256,582	61,927	164,396	30,259	88.21%	Ongoing
7	Retention Ponds Fountain Maintenance	20,000	18,599		1,402	92.99%	Ongoing
8	Stormwater Master Plan Phase I	250,000	8,260	239,080	2,660	98.94%	Ongoing
9	Inventory Condition Assessment of Swales	384,000	138,735	245,265	-	100.00%	Ongoing
10	Howes Street Stormwater Improvement Design	50,125		50,125	-	100.00%	Ongoing
11	B23 Canal Grant - Phase I	630		630	-	100.00%	Ongoing
12	CM Emergency - Hurricane Matthew 2016	55,233	55,232		1	100.00%	Project Completed
	Total Active Projects	**$ 2,362,571**	**$ 827,997**	**$ 735,463**	**$ 799,111**		

Current Projects without FY 2017 Activity

Updated through July 31, 2017

Line	Project Description	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED
	Current Projects without FY 2017 Activity					
1	Yorktowne Middle Segment	761,720	-	-	761,720	0.00%
2	Sleepy Hollow Drainage Improvement Evaluation	104,115	-	-	104,115	0.00%
3	Halifax River Outfall Replacement Design	60,000	-	-	60,000	0.00%
4	Stormwater Utility Methodology Update	60,000	-	-	60,000	0.00%
	Total Current Projects without FY 2017 Activity	**$985,835**	-	-	**$985,835**	**0.0%**

6-Year Forecast (With Capital Outlay)

Updated through July 31, 2017

1	**Revenue**	**FY 17 Forecast**	**FY 18**	**FY 19**	**FY 20**	**FY 21**	**FY 22**	**FY 23**
2	Special Assessments	3,970,610	4,735,977	4,735,977	4,735,977	4,735,977	4,735,977	4,735,977
3	Grants/Interest Earnings	1,117,846	26,700	26,700	26,700	26,700	26,700	26,700
4	**Total Revenue**	**$ 5,088,456**	**$ 4,762,677**	**$ 4,762,677**	**$ 4,762,677**	**$ 4,762,677**	**$ 4,762,677**	**$ 4,762,677**
5	**Expenses**	**FY 17 Forecast**	**FY 18**	**FY 19**	**FY 20**	**FY 21**	**FY 22**	**FY 23**
6	Personnel and Operating	2,090,804	2,111,323	2,111,323	2,111,323	2,111,323	2,111,323	2,111,323
7	**Debt Service**	1,465,211	1,476,449	1,482,213	810,022	810,022	702,354	702,354
8	Non-Operating	159,422						
9	Transfers	270,981	278,235	278,235	278,235	278,235	278,235	278,235
10	Encumbrances	861,372	-	-	-	-	-	-
11	**Capital Outlay**	2,399,082		-	-	-	-	-
12	Virginia Ave and Monroe St. Drainage Basin		**297,000**	**329,000**				
13	Yorktowne Blvd Sidewalk Drainage Imprv		**120,000**					
14	Stormwater Master Plan Phase II		**380,000**					
15	**Total Expenses**	**$ 7,246,872**	**$ 4,663,007**	**$ 4,200,771**	**$ 3,199,580**	**$ 3,199,580**	**$ 3,091,912**	**$ 3,091,912**
16	Revenues Over/(Under) Expenses	(2,158,416)	99,670	561,906	1,563,097	1,563,097	1,670,765	1,670,765
17	Beginning Available Funds	2,834,048	675,632	775,302	1,337,208	2,854,549	4,417,646	6,088,411
18	**Ending Available Funds**	**$ 675,632**	**$ 775,302**	**$ 1,337,208**	**$ 2,900,305**	**$ 4,417,646**	**$ 6,088,411**	**$ 7,759,176**
19	Reserve Requirement:	$ 537,179	$ 527,831	$ 527,831	$ 527,831	$ 527,831	$ 527,831	$ 527,831
20	**Ending Net Available for Capital**	**$ 138,453**	**$ 247,471**	**$ 809,377**	**$ 2,372,474**	**$ 3,889,815**	**$ 5,560,580**	**$ 7,231,346**

Future Capital Needs in Order of Priority

Updated through July 31, 2017

	Net Available for Capital Projects	$247,471	$809,377	$2,372,474	$3,889,815	$5,560,580	$7,231,346	
Line	**Projects**	**FY 18**	**FY 19**	**FY 20**	**FY 21**	**FY 22**	**FY 23**	**Total Needs**
1	*Howes Street Stormwater Improvements - Construction*	***456,000***	-	***Shovel Ready Project***				***456,000***
2	Halifax River Outfall Replacement - Construction *	-	**1,697,000**					**1,697,000**
3	*City Center Shoreline Stabilization - Construction*	***341,000***	-	***Shovel Ready Project***				***341,000***
4	Charles Street Drainage Improvements - Design	**110,000**	-	-	-	-	-	**110,000**
5	Tumblebrook Drive Stormwater Improvements - Design	**186,000**	-	-	-	-	-	**186,000**
6	White Place & Riverside Drainage Improvements - Design	**105,000**	-	-	-	-	-	**105,000**
7	Southwinds Stormwater Pond Outfall Retrofit Phase I Design and Construction	-	-	**45,000**	**630,000**	-	-	**675,000**
8	Southwinds Stormwater Pond Outfall Retrofit Ph II Construction	-	-	-	**620,000**	-	-	**620,000**
9	Viking Drive Stormwater Improvements - Design	**30,000**	-	-	-	-	-	**30,000**
10	Powers Avenue at Lemon Street Drainage Improvements - Design	**175,000**	-	-	-	-	-	**175,000**
11	Charles Street Drainage Improvements - Construction	-	**726,000**	-	-	-	-	**726,000**
12	Pipe Replacement - Design and Construction	-	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**5,000,000**
	Total Expenses	**$ 1,403,000**	**$ 3,423,000**	**$ 1,045,000**	**$ 2,250,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 10,121,000**

*Note: The Design for Halifax River Outfall Replacement will not be completed in FY17 as originally planned.

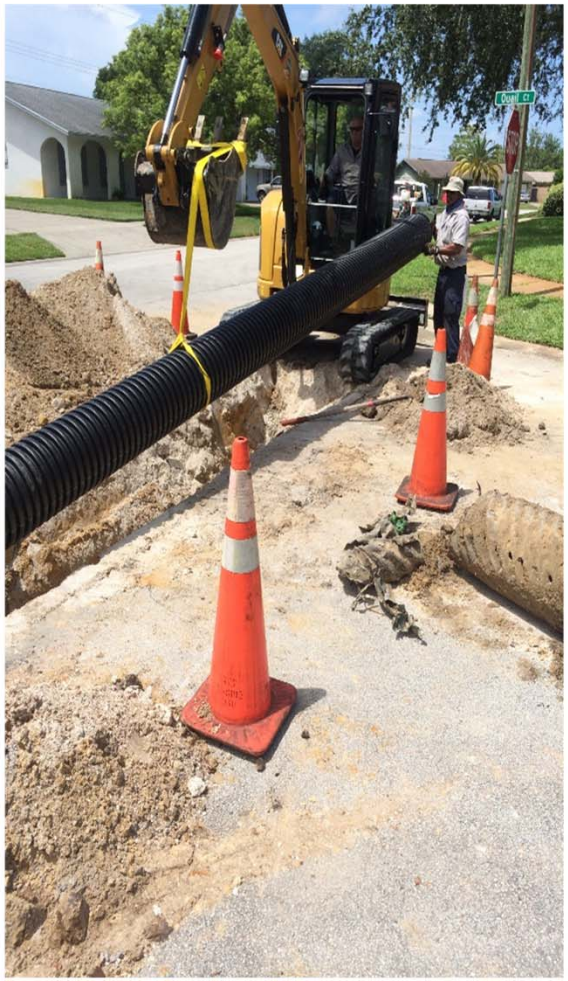
Drainage Issues and Progress

Approximately 31,450 square feet of the area surrounding the drainage retention pond in Cross Creek has been cleared with the Menzi Muck.

The overgrown vegetation was removed to improve storm water conveyance and provide easier maintenance access.

Drainage Issues and Progress

Approximately 100 feet of failed storm pipe was replaced and 3 catch basins were re-constructed at the intersection of Leisure Circle and Quail Court to prevent sediment intrusion and improve storm water conveyance.



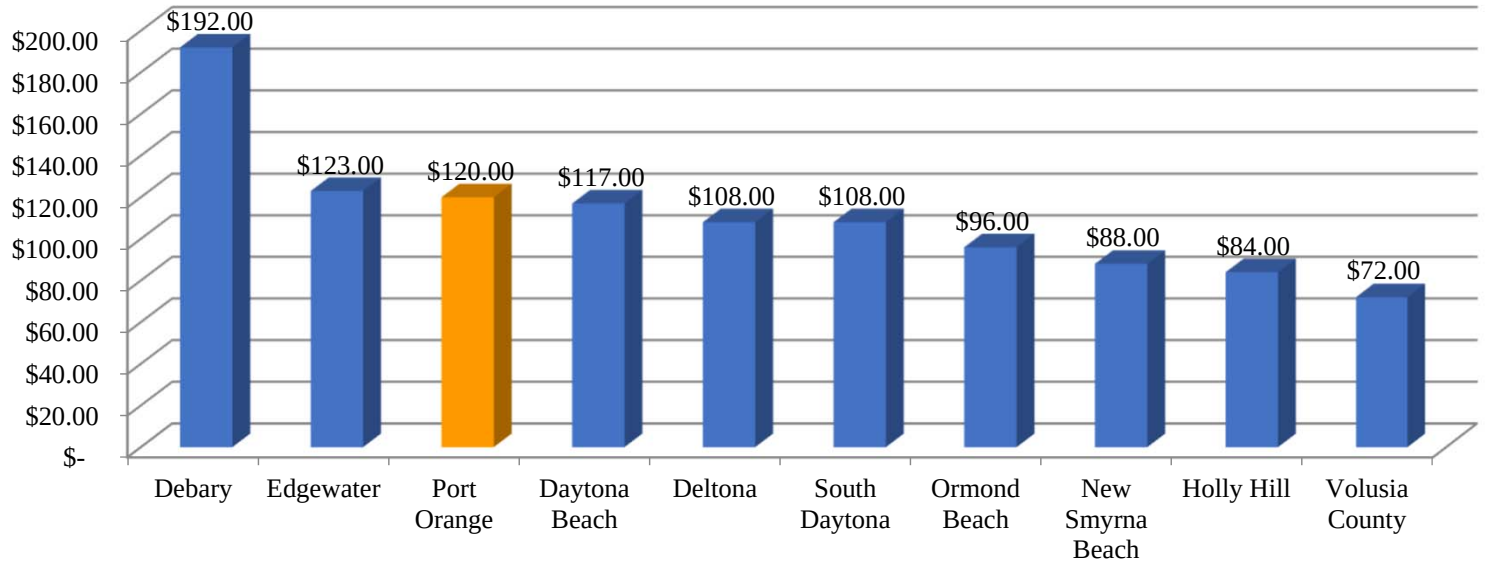
Drainage Issues and Progress

Corrugated Metal Pipes Removed

Yorktowne Blvd. Sidewalk

Comparison of Proposed Rates

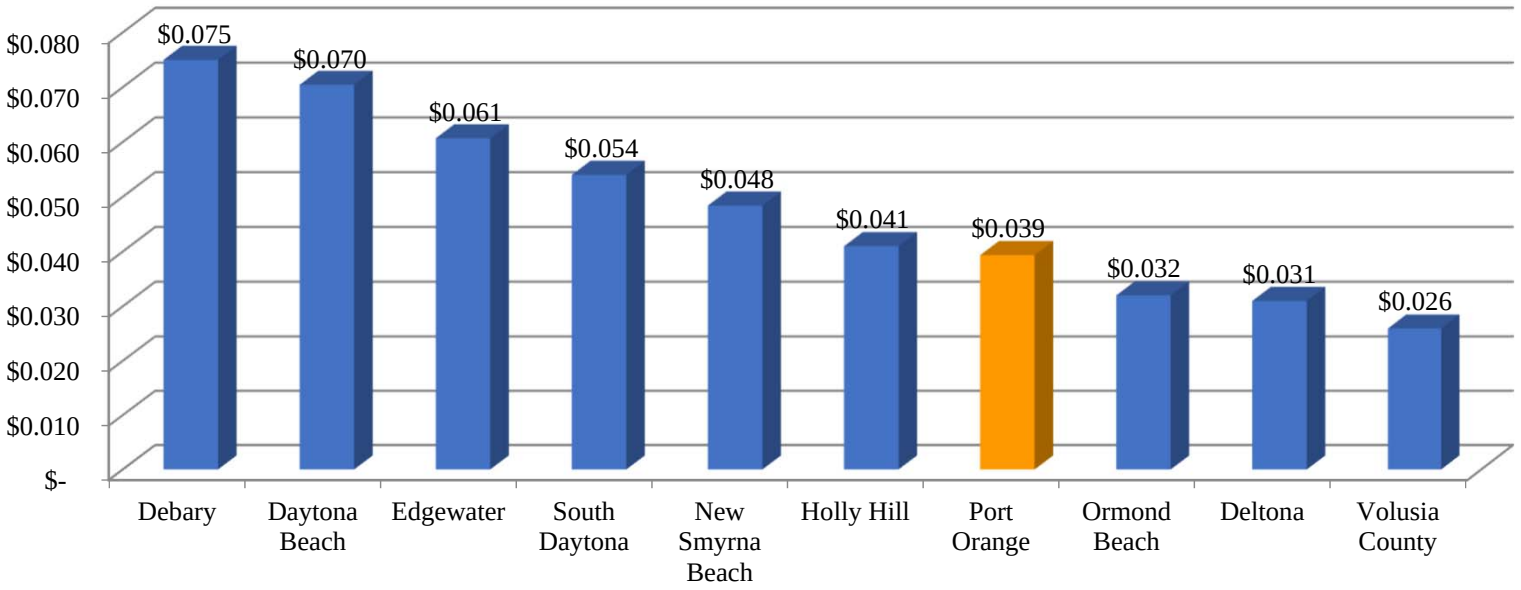
FY 2018 Proposed Stormwater Rate Per ERU



Information provided by Volusia County Property Appraiser and Stantec Consulting Firm

Comparison of Proposed Rates

FY 2018 Proposed Stormwater Rate Per Sq. Ft.



Information provided by Volusia County Property Appraiser and Stantec Consulting Firm

Re: TAX PARCEL ID 6302-41-00-008A

I only have A small 260 sq ft EFFICIENCY so I do not understand how I would need to pay same AMOUNT AS other units AS All ARE 600 sq ft OR LARGER. this whole complex is not much LARGER than A couple of Homes AND has A very small Lot. Someone in the City should do A better JOB OF CALCULATING the charges per unit.

NORMAN WHITE
3521 CLARCONA RD.
APOPKA, FL 32703
407-461-4660

(Stormwater Utility Ordinance)

KMTM Enterprises, LLC
2043 Alaqua Lakes Blvd
Longwood, FL 32779
Phone: 407-739-7306
E-Mail: kmtmenterprises@me.com

September 15, 2017

City of Port Orange,

I am in receipt of your letter dated 8/16 regarding the "Stormwater Utility Ordinance." Due to the hurricane I was unable to make the public hearing on 9/12 (if it was held).

I am filing this letter as my official written objection to the Stormwater Utility Fee for my property located at 911 Orange Avenue (Tax Parcel ID 6303-10-06-0010). The assessment lists my buildings as seven SFUs when in fact they are seven small apartments spread across only three buildings. The size of the buildings is quite small; in fact each one is smaller than many single family homes or SFUs.

As such I am requesting that for the purpose of the Stormwater Utility Fee that my property be treated as three SFUs rather than 7. This is a more fair classification and will allow me to continue to provide clean affordable housing to the residents of Port Orange without undue burden of taxation.

Sincerely,

Kurt Jones
KMTM Enterprises

BELONG • LEARN • GROW

Port Orange

Presbyterian Church (U.S.A.)

Your community church in the heart of Port Orange!

September 7, 2017

To: The City Clerk - Objection to Stormwater Utility Fee
1000 City Center Circle
Port Orange, FL 32129

From: Port Orange Presbyterian Church – 4662 S. Clyde Morris Blvd.

Drainage calculation summary
Total site area.....12.15 Acres (529,408 Sq. feet)
Total impervious area.....2.71 Acres (118,059 Sq. feet)
ERU as determined by City.....3050/residential unit
ERU for this Church = 118059/3050 = 38.7 or 39
Assessment based on 39 ERUs ===== $3,861.00

Basis for our appeal:

The above calculation assumes that water drainage into the stormwater network is 39 times that of an average household.

Our contention is that this assumption would be true if we had 39 driveways and the entire impervious area drained the water into the city drain.

Fact: We drain our water into the following areas. 1. The Soccer field about 3 feet below ground level on the South side, 2. The Hope Garden, on the North side, 3. A low level collection area on the east side and 4. Full length lawn on the west side.

We have three driveways leading into the property. Only these ramps drain the rain water onto the street and the city drain system. The area from these three ramps together may add up to I ERU Further, we are in flood Zone X.

We ask that the city reconsider the assessment and charge us for 1 ERU and not 39 ERUs.

Thank you,

H. J. Mason

Hank Mason, Treasurer

PRESBYTERIAN CHURCH (USA)

4662 S. Clyde Morris Boulevard, Port Orange, FL 32129-7450
386-788-1111 www.webpopc.com Fax: 386-788-2680

City of Port Orange

Ref: Aug 16, 2017

Messer, Sterling

TPN # 6309-04-00-0090

1012 Stonybrook Circle

Stormwater Utility Fee - OBJECTION

City Clerk,

We oppose the stormwater fee for the following reasons:

① We are one of the smallest units in Dunlawton Circle, with one of the smallest yards.

② We have only a short narrow driveway entering the street - most of which lies in street ROW.

③ We are 1/10 the amount of SFU you assign a residential SFU (3050 sf) and in fact our entire property is less than that.

④ Water enters our property and 1014 from a business at our rear who was allowed to build his lot 4' higher than our yards. The Planning Commission has allowed our area to be overcrowded & impervious with vast additions of pavement.

over please

30/Aug/2017

City Clerk

Re: objection to the 20% increase in Stormwater Utility Fee

I applaud the city in holding the Storm water utility fee relatively constant since 2005. However, It is unrealistic to expect home owners and businesses in Port Orange to absorb a 20% increase this year. The city needs to continue to be responsible, and keep the rate reasonable, such as the 1% increase last

Sincerely,

Brenda Boals

Tax parcel # 6320-17-00-0250

5960 Marville Cr.

Port Orange, FL 32127

BBoals@aol.com

TO: **CITY OF PORT ORANGE CITY COUNCEL**

FROM: **Robert & Darlene Urrutia**

Tax Parcel Number: **7306-05-00-0730**

SUBJECT: Storm Water Utility Fee Ordinance

Date: August 21, 2017

NO MORE, NO MORE, NO MORE!! When do these add on taxes ever end?

We moved to Waters Edge Subdivision two years ago from Wyoming. The property tax situation here is quite excessive compared to what we were used to paying by $1,000.00. However, we figured, being retired and living on a fixed income that we could afford the $3,970.00 per year, if it didn't creep up too quickly relative to our income. Well, our income has remained the same, but taxes keep accelerating.

We have spoken to several of our neighbors about this situation. Once taxes exceed income growth, it's time to move. Also, perspective home owners need to be made aware. We'll see to that.

Is it your intention to just keep adding on taxes to see what people will bear? Our limit is being stretched right now!!

No more taxes!!! Please

#1

August 28, 2017

From: Kuchta Living Trust / Parcel # 6213.02.00.2810
Mr. & Mrs. Joseph Kuchta
1569 County Highway #4
Otego, New York
13825-2118

RE: Stormwater Utility ordinance.
OBJection letter

My husband and I OPPOSE additional $120.00 yearly fee for Stormwater Utility Ordinance. We Purchased our Home in Florida in 2005. It is a (sq. ft. 1400) villA with one car garage. Our taxes this year will be $2979.53 with this new fee. That is Appox $286.00 Above last years Taxes! When we bought our villa, our taxes were almost $3,400.00 A year!! They dropped along with the value of our villa after 2008. Since then, the Taxes are steadily rising back up To where They were during The TAX Way days, before the housing market crashed. Our villa is still upsiDE down, in relation to what we Paid for → m

#2
Cont.,

... It is 2005, But it appears that the TAXES are quickly Rising Again!! Florida, Particularly Port orange where our property is, is Quickly becoming A place with High Property TAXES !! That is never a good thing.

IF our home (villa) is only 1,400 sq feet, I shudder to think what the TAXES must be on a Full size home with a bit of Property, here in Port orange.

I AM a Nurse working here in Florida AND my husband a Retired police officer.

We feel that it is probably Time to Look else where, to Live. Florida is quickly becoming a "NO-go-to place" for retirees.

Anyway, here is our oBjection letter, for what it is worth, which IS ProbAbly not much. FloriDA, Particularly Volusia County, is No Deal. Not for those Paying Property tAX. See You at the Public Hearing.

Sincerely,
Mr & Mrs Joseph Fiala

On a personal note; If the taxes are going to be high Anyways:

There are currently hundreds of people living in Volusia County, that are homeless, living in "tent cities" in the woods; All over this county. Most, if not all, of these people suffer financially and have some level of mental illness. Furthermore, there are few, very few, Emergency Shelters in Volusia County for this population.

The almost 5 million dollars, that is projected to be collected, if the storm water Ordinance is approved, could be more wisely used in my opinion. A large new 24/7 Emergency Shelter maybe? It is badly needed!!

How sad that storm water management fee is to be voted on, Rather than a much needed Large Emergency Shelter For our indigent Population. Why ~~are not~~ aren't We approving budgets for that instead of Storm Water (or both??) Just making a point; And a good one. That would be money well spent And Something for Portorange to be Proud of.

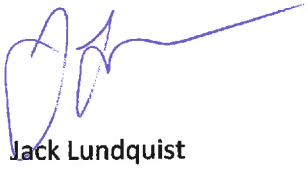
26/Aug/2017

City Clerk

Re: objection to the 20% increase in Stormwater Utility Fee

I applaud the city in holding the Storm water utility fee relatively constant since 2005. However, It is unrealistic to expect home owners and businesses in Port Orange to absorb a 20% increase this year. The city needs to continue to be responsible, and keep the rate reasonable, such as the 1% increase last

Sincerely,



Jack Lundquist

Tax parcel # 6307-05-00-0470

1236 Thomas Drive

Port Orange, FL 32129

386-843-1472

jackatelyn@gmail.com

Deborah A. Quackenbush
6140 Jasmine Vine Drive
Port Orange, FL 32128

August 26, 2017

City Clerk
1000 City Center Circle
Port Orange, FL 32129

RE: Objections to Stormwater Utility Fee
Tax Parcel Number 6330-06-00-1010

TO: City Council of Port Orange

I object to the $120.00 per year TAX increase known as the Storm Water Utility Fee. I object because of the poor water/utility management that has existed in Port Orange since I moved here in 2001. It appears you are trying to now catch up on the backs of the tax payers the lack of proper flood control in certain areas of the city, billing issues that continue to plague the city and simply bad management.

No plan since 2005 to address the increase in development in the city, which affects the Stormwater was and is irresponsible. City Council must approve all development. So why wait 12 years and then hit the taxed public with a $10 per month increase in TAXES?

We like to brag that Port Orange is a "great community" and a "great place to live" until you add up the cost.

I cannot imagine what people on the edge financially think when they get these kinds of shots out of the blue. I respectfully hope you will rethink this and demand better from the city manager and department heads when suggesting these types of increases.

Respectfully

Deborah Quackenbush

Katherine Raymond
1979 Yellowfin Drive
Port Orange, FL 32128

City Clerk
1000 City Center Circle
Port Orange, FL 32129

August 25, 2017

Port Orange City Clerk:

I, Katherine Raymond residing in parcel number 6214-02-00-2830, hereby object to the Stormwater Utility Fee of $120.00 per year. This amount is the maximum that can be applied and it is much too high. The obligatory fees in Port Orange are outrageous. I'm forced to pay $720 a year just to have my trash collected and I do not even have the option of opting out of this service. I strongly oppose this fee.

Katherine Raymond

From: Yvonne Masters
TAX PARCEL # 6320-03-01-0220
address: 731 Tumblebrook Dr
Port Orange FL 32127

TO: City Council:

This letter is to inform you that I, the owner of the above property, 100% OBJECT to your proposed ridiculous "stormwater Utility Fee." My reasons are as follows- you cannot predict how much rain will fall, ever, in any location. To try and quantify it, put a dollar value on it, then say I owe you money for it then going into "your" stormdrains because it touched "my" property first has to be the most ridiculous thing I've ever heard and one of the biggest scams you've come up with yet as a way to get more money. As I understand it, you are already raising property taxes, water and sewer fees. Aren't we already paying and have paid for the storm drain system? You cannot charge us fees for ACTS of GOD.

Now lets address the drainage system specifically in my area. There is a retention pond right across the street from my house on the corner of Reillys Road and Tumblebrook Dr. The City has admitted to & knowingly made this retention pond too small and too shallow to handle

the storm run-off in this neighborhood and also did not build the permanent pumphouse if needed. So every heavy rain, it overflows into the streets (Tumblebrook + Reillus) + into several yards including mine. It even goes into my neighbors garages! It has come close to coming into mine, but thankfully not yet. Your "solution" has been to haul out a pump every once in a while to try + drain the pond into your storm drains. It's LOUD (you try sleeping with this going all night), needs to be maintained by city workers constantly, + then by constantly pumping that water into the storm drains. It keeps creating pot holes + sink holes in the roads that need continuos repair. So you did all this wrong, won't fix it with the money you already have, but want ME to pay a fee for rain that runs off my property into the storm drains that aren't even built correctly? NO THANK YOU! I'm sure next you'll want to charge me for the oxygen I breathe on my property. Spend your money appropriately and you won't need to come up with ridiculous scams like this — just a thought.

Yvonne Masters

Yvonne Masters

RECEIVED
AUG 21 2017
BY:

AUGUST 21, 2017

City of Port Orange
1000 City Center Circle
Port Orange, FL 32129

PARCEL 6310-12-04-0100. 5084 PALMETTO STREET PORT ORANGE FL 32127 APPEAL OF INCREASE AND OR TAX FEE STORMWATER UTILITY PORT ORANGE REGARDING AUGUST 16, 2017

I AM PAYING FOR A SERVICE WITHIN THAT TAX FOR THE STORMWATER DRAINAGE TEAM TO CLEAR CULVERTS AND DRAINS OF WEEDS ,DEBRIS ETC . AND THE CITY IS *NOT PERFORMING THE SERVICE TO THE HOMEOWNERS EXPECTATIONS* ON PALMETTO. THERE IS MUCH OF DEBRIS AND LARGE OVERGROWN WEEDS, TREE BRANCHES, SOME GRASSES WELL OVER 10" INSIDE OF THE DRAINAGE ON A REGULAR BASIS AND THERE ARE MANY PICTURES OF THIS.
THE CITY HAS NOT BEEN REGULARLY MOWING/ MAINTAINING THE CULVERTS ALONG PALMETTO STREET AND KATHERINE (WITHOUT HOMEOWNERS CALLING IN FOR SERVICE!) - THEN WAITING A MONTH FOR THAT SERVICE IMPAIRING THE DRAIN FLOWS. PLEASE SHOW ALL SERVICE LOGS FOR PALMETTO STREET IN MEETING FROM YEAR 2017.

ALSO THE SQUARE FEET AVERAGE HOME IN PORT ORANGE (CITY STATES) IN LETTER IS 3,050 FT. DID THE TAX APPRAISER GIVE THIS AVERAGE OR PORT ORANGE? THIS IS NOT MY PARCEL SQUARE FOOTAGE AS IT IS BELOW THIS AND THE HOMES ON PALMETTO AND SURROUNDING AREA ARE FAR THAT SQUARE FOOTAGE SO THE FEE WOULD BE DETRIMENTAL TO THE HOMEOWNER WHOM IS BELOW POVERTY LEVEL AND CAN NOT AFFORD TO PAY FOR THE "LARGER HOMES" OF PORT ORANGE.
THERE ARE MANY PEOPLE ON MY STREET THAT LIVE ON FIXED INCOME.

THE "RUNOFF" AND INADEQUATE DRAINAGE SYSTEM THAT IS OLD, AGING WITH SMALL PIPES, AND NO "PUMP" IS THE ROOT OF THE FLOODING PROBLEMS ON PALMETTO STREET. WHAT IS THE STORMWATER MANAGEMENT PLAN FOR THIS STREET? WHICH PLAN IS IN PLACE NOW AND WHAT FUNDS HAVE BEEN USED TO UPDATE THE DRAINAGE AREA? HAS THERE BEEN AN AUDIT OR ALLOTMENT OF ALL FUNDS USED FROM THE STORMWATER UTILITY FEE THIS YEAR? SINCE "MATTHEW" WHAT HAS THE CITY DONW TO ALLEVIATE ANY MORE FLOODING?

LISAJOY BANZHOF
5084 PALMETTO STREET
PORT ORANGE FL 32127

single family unit (SFU) up to 3,050
[redacted] perhaps change the way TAXED

AUGUST, 2017

TO WHOM IT MAY CONCERN,

I RECIEVED THIS LETTER CONCERNING THE STORM WATER UTILITY FEE. SINCE I ALREADY PAY THE STORM WATER UTILITY FEE, I LIKE TO KNOW WHY WE HAVE TO PAY MORE MONEY!. ALSO I WOULD LIKE TO KNOW WHERE THIS MONEY IS GOING. 5 MILLION DOLLARS SEEMS LIKE ALOT OF MONEY. I LIVE IN A VILLA, AND ONLY HAVE HALF A ROOF AND HALF RUNOFF FROM DRAINS. THIS IS NOT A SINGLE FAMILY RESIDENTIAL UNIT! THIS VILLA IS 1,100. SQUARE FEET. THIS DOES NOT APPLY TO ME. I AM AGAINST PAYING THIS BILL

P.S MORE PEOPLE ARE LIVING IN PORT ORANGE, AND MORE BUSNIESSES ARE HERE, THUS WE SHOULD PAY LESS IN ANY KIND OF TAX.

SINCERELY,
ROSA ALVES

1672 AREca PALM DR
PORT ORANGE, FLORIDA
32128

(TAX PARCEL NUMBER 6213-02-00-3210)

City of Port Orange, Aug. 20, 2017

I oppose to raise storm water Utility Fee of $120.00.
It is a hardship for me and other people that can't afford this fee. Seniors and disability persons live on fixed income.
Taxes go up every year but our income does not.
I and several others oppose to this fee altogether because we see nothing to correct the problem, such as sewers for water to drain. Storm water goes right into soil it does not create any problem at my house.

Parcel # 6306020001 20
1122 Viking Dr.
Port Orange, Fl. 32129
Luisa Mathe

I will be attending the meeting to see why it needs to raise to $120. What will be done to fix water drainage.

Thank You
Luisa Mathe

8-21-17

Dear Sirs:

I live in a H.O.A. subdivision that doesn't have storm drains for the city to maintain. We pay money into a water maintenance fund each month in our monthly dues for taking care of our erosion + flooding issues. We object to having to pay the extra amount of $120.00 Please reconsider that amount.

Sincerely
Phyllis Marciano

Phyllis Marciano
91 Cypress Pond Rd
Port Orange FL 32128-7502

TAX PARCEL # 6319-01-00-0910

"No Fee" -#1-

MR. EDWARD J. BLAKE
5449 Landis Ave.
Port Orange, FL 32127

BALCE # 6315-10000 0290

TO: PORT ORANGE, CITY COUNCIL

WHERE I LIVE ON LANDIS AV I BACK UP TO THE POND. I PAY $200 A YR. IN MY SWALE TO KEEP POND CLEAN & CLEAR! THE CITY DOES NOT DO ANYTHING TO HELP.

-#2-

WATER FROM STREETS IN SPRING WOOD PARK DRAIN INTO IT. I FEEL I ALREADY PAY MY SHARE. I FEEL I'M GETTING MY POCKETS PICKED, AS I'M SURE OTHERS FEEL. IS THE CITY NOW FINALLY GOING TO TAKE CARE OF THIS POND & I DON'T HAVE TO PAY $200 A YEAR EXTRA!! Edward J Blake

Doug Lynch
6222 Poplar Grove Dr.
Port Orange, FL 32127

doug@douglynch.org

21 August 2017

Attn: Chairman, City Council, Port Orange, FL

City Clerk
City of Port Orange
Objections to Storm Water Fee
1000 City Center Circle
Port Orange, FL 32129

Reference:
Parcel # 6338-10-00-0120

Subject: Storm Water Utility Fee

I object to the increase of the Storm Water Utility Fee based on the following:

1. Current Taxes: The City of Port Orange has been collecting city and a portion of the Volusia County property taxes since my house and all others in the city were built. A portion of these taxes should have been used to cover storm water management.
2. The "fee" is a way to directly tax without relation to the property value. It is a tax. Call it a tax and not a fee.
3. This year, the City of Port Orange increased its millage rate from 4.4542 to 4.5673 which is a 2.5% increase in the tax rate. At the same time, the county increase my property value this year by 8.6% (152,345 to 165,522). So we have a double increase.
4. In addition, you are asking for a 20% increase in the storm water fee. What service increase justifies a 20% increase?

Overall, you are increasing the basic tax rates and trying to get an additional 20% tax increase on the Storm Water Fee.

Concerning Storm Water management, as an HOA board member, I would like to bring the following to your attention:

Over the past 30 years, I don't believe the City of Port Orange has provided any specific Storm Water Services within the Riverwood Plantation Subdivision other than occasionally cleaning out a street drain. A recent request to clean out a drainage swale was given a one to two year time estimate.

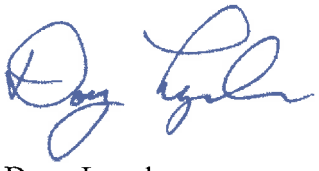
Since you collect money for storm water management will you:
1. Dredge and clean out the retention ponds?
2. Provide any dam or dyke services within the subdivision property?

3. Provide any other significant services?

From now on, before adding or increasing any taxes or fees, consider eliminating any tax incentives for new development, either commercial or residential. Charge the developer the full 10 year impact cost for any development to include streets, drainage, traffic control, etc. You allowed the BJ Wholesale Club site developer to seal a large area with pavement, fill wetlands, and ruin the Taylor Road left turn access to Dunlawton Avenue. Yet you want to limit the coverage on a semi-porous hard pack for a RV storage area continuing to cause parking and drainage problems for the residents of Riverwood Plantation.

I respectfully request you reduce this fee to the 2016 rate or that rate plus no more than 3%. A better long term solution would be to incorporate storm water management costs into basic city budget and not add a separate fee. Then, learn to live within the budget.

Sincerely,



Doug Lynch

Cc (via email):
Donald Burnette, Mayor
Jake Johansson, City Manager

August 29, 2017

Re: 113 Eddy Lane, Port Orange
Alternate Key: 3681932

To Whom It May Concern:

We are in receipt of the proposed property taxes and the plan to raise our stormwater fee. For 16 years we have resided at this property that CONSTANTLY floods – there are NO DRAINAGE, GUTTERS, UNDERGROUND GRATES, RETENTION PONDS or any other type of water control or management. These are the words on the proposed tax document (Purpose of Assessment), for drainage and water control/management.

We have been to numerous meetings, workshops, had the city council to our property, dealt with the city planner, etc. and STILL there is NOT ONE BIT OF HELP WITH THE FLOODING SITUATION ON THE EAST SIDE OF NOVA ROAD TO RIDGEWOOD AVENUE. We are not the only ones, but we are officially objecting to charging us for services which we do not have nor is there any proposed in the foreseeable future.

In fact, at several workshops we have publicly stated that the City should reimburse US for charges for all these years because WE ARE THE DRAINAGE the City is using to dump water on during any and all rain events.

In September 2014 when there was 6 inches of rain overnight, our street, our property and neighbors flooded due to the lack of drainage. Flooding here does not mean puddles – I mean into our garage and up to knee height wading down the street -- NOT THE MANAGE OF THE DRAINAGE – the lack of NO drainage.

We are constantly living in a defensive posture every time it rains for any length of time. We have had to make 4 flood claims to FEMA over the years and eat the damages when we chose not to make a claim. There is NO PLAN BY THE CITY to improve this side of town – there are many excuses that we are waiting on federal funding, working with Daytona and Holly Hill. I ask that the Council waive the charge AND increase on our property at 113 Eddy Lane.

Sincerely,

Greg & Audrey Pentz

Mr. Donald Naab
947 Bramble Bush Cir. W.
Port Orange, FL 32127-4888

CITY OF PORT ORANGE: AUGUST 22 2017

I RECENTLY RECEIVED THE NOTICE THAT THE CITY WILL IMPOSE THE STORMWATER UTILITY FEE OF $120.00 FROM EVERY CITIZON OF PORT ORANGE. THE CITY HOPING TO OBTAIN NEARLY 5 MILLION DOLLARS PER FISCAL YEAR ON THIS SUBJECT. I, BEING THE OWNER OF A HOME IN THE DEEP FOREST PLAN, LIVING ON BRAMBLE BUSH CIRCLE WEST DEEPLY OBJECT TO THIS ACTION. ALONG WITH OTHER HOMEOWNER'S IN DEEP FOREST. ESPECIALLY THOSE LIVING ON BRAMBLE BUSH CIRCLE WEST.

I PURCHASED MY HOUSE IN MARCH 2004. AT THE FAR WEST SIDE OF MY BACKYARD THERE EXISTED A STORMWATER DRAINAGE CANAL THAT EXTENDED THE ENTIRE WIDTH OF THE YARD. I ASSUMED THAT THE ORIGINAL OWNER INSTALLED IT TO PROTECT HIS VEGTABLE GARDEN FROM BEING WASHED OUT. AFTER HURRICANE CHARLIE AND ANOTHER TROPICAL STORM THAT DUMPED 9 INCHES OF RAIN IN 2004 MY HOUSE NEARLY FLOODED OUT BOTH TIMES. WHILE CLEANING UP AFTER THESE STORMS I SPOKE WITH SEVERAL NEIGHBORS WHO INFORMED ME THAT THE "DITCH" IN MY BACKYARD WAS ORIGINALLY A 12' WIDE STORMWATER CANAL THAT EXTENDED APPROXIMATLY 500 YARDS NORTH TO SOUTH AND INTO A RETENTION POND. OWNED AND MAINTAINED BY THE CITY OF PORT ORANGE. I WAS ALSO INFORMED THAT THE CITY OF PORT ORANGE HAD DECIDED TO NO LONGER MAINTAIN THIS CANAL AND STOPPED MAINTAINING IT AND GAVE IT TO THE HOMEOWNERS LIVING ON BRAMBLE BUSH CIRCLE WEST. HENCE BASICALLY CREATING A DANGEROUS STORM/FLOOD SITUATION.

ADDING TO THE PROBLEM IS THE COUNTRYSIDE VILLAGE PLAN. ESPECIALLY CLEAR LAKE DRIVE HOMES IN THIS PLAN THAT ABUT THE CANAL TO THE WEST. THESE HOMES WERE BUILT ABOUT 10 YEARS AFTER DEER FORREST. THE PROBERTY THEY ARE CONSTRUCTED ON IS APPROXIMATELY 4 FEET HIGER THAN MY PROPERTY AND THE CANAL, LEADING TO MORE EXCESSIVE STORM RUN OFF. THE CANAL IN MY OPINION DEFINATLY CONSTRUCTED TO ASSIST IN PROTECTING THE HOMES ON BRAMBLE BUSH CIRCLE IN CITY OFFICALS WHO WERE LOOKING FOR WAYS TO LOWER THE CITY BUDGET AND MAINTENANCE COST AND RAISE THEIR INCOME SAW THIS DROPPING OF THE CANAL AND RETENTION POND AS A MEANS TO DO THIS. MEANWHILE THROWING HARD WORKING HOME OWNERS UNDER THE BUS!

DURING THE 14 YEARS I HAVE LIVED HERE MY HOUSE HAS COME CLOSE TO FLOODING 7 TIMES. THE WATER FILLING THE "USED TO BE STORMWATER CANAL", MY PATIO AND YARD CAME WITHIN 1/8" TO 1/2" OF ENTERING MY HOUSE THROUGH ENTRYWAYS. MY NEIGHBOR AND I HAVEN'T FLOODED ONLY BECAUSE WE HAVE INVESTED MORE THAN $3000.00 DOLLARS ON EQUIPMENT SUCH AS TWO PUMPS THAT HAVE THE ABILLITY TO PUMP 150 GALLONS OF WATER PER MINUTE, TOOLS, GAS, SANDBAGS, HOSES, PIPES. ALSO THE FEMA FLOOD INSURANCE I PURCHASE EVERY YEAR AT $450.00. EVEN THOUGH I'VE BEEN TOLD I DO NOT LIVE IN A FLOOD ZONE.

HAVING DEALT WITH THIS STORMWATER ISSUE AND

POLITICS FOR 14 YEARS AND RECEIVING THIS STORMWATER DRAINAGE UTILITY LETTER, YOU THE CITY OF PORT ORANGE HAVE COMPLETELY OPENED THE CAN OF WORMS. STOP GIVING FAKE INFORMATION TO YOUR TAX PAYING CITIZENS. GET OFF YOUR HIGH CHAIRS. AND WORK FOR THE PEOPLE.

IN CONCLUSION, IT IS MY DESIRE TO HAVE THE CITY OF PORT ORANGE HAVE THE STORMWATER CANAL BEHIND TO A RETENTION POND OR REPLACE WITH DRAIN PIPES. THERE ARE SEVERAL OPTIONS TO SOLVE THIS PROBLEM FOR THE PEOPLE LIVING ON BRAMBLE BUSH CIRCLE W. I WILL REQUEST TO MEET WITH CITY OFFICIALS AND ENGINEERING AND MAINTENANCE EMPLOYEE'S TO DISCUSS THIS ISSUE.

DRAIN THE PORT ORANGE SWAMP

Tom Ocasio
948 Bramble Cir West.

632 Crown Lane
Port Orange, FL 32127-7765
August 18, 2017

City Clerk
Objections to Stormwater Utility Fee
1000 City Center Circle
Port Orange, FL 32127

Re: Stormwater Utility Fee
Tax Parcel Number 6316-12-00-0640

Gentlemen:

After receiving your notice of the imposition of a Stormwater Utility Fee, I have one request for you to consider.

Since this seems to be a uniform fee imposed on all alike, I request that you consider discounting this fee for seniors living on a fixed income.

This may not be an imposition on those with sufficient income to not feel the impact of an additional $120, but to those on a fixed income whose income does not increase regularly, it is a considerable additional burden.

Thank you for any consideration you can give to this matter.

Very truly yours,

Theresa Giordano

Theresa Giordano

McGillis Thomas N Eva M

5331 Peach Blossom Blvd.

Port Orange. FL 32128-7549

08/22/2017
City Clerk
Port Orange City Council
1000 City Center Circle
Port Orange, FL 32129

Tax Parcel Number 6213-06-00-1830

Dear City Clerk,

Objection to Purposed Storm Water Utility Fee Increase:

I have an objection not only to the fee increase but the tax in general!
In our subdivision-
our storm water goes directly into the holding ponds that were created just for that purpose (storm water care) and any over flow dumps into free-flowing canals. These ponds are maintained by our HOA which we already pay for through our HOA fees. We are in no way connected to the city utility grid for storm water service, and if non-residential property owners are given a tax credit if they are serviced by their own storm water facility, then why are residential owners not so credited if they are independent of the city storm water system? Why are we required to pay a tax for something we do not use? Since we pay for the care of our holding ponds through our HOA fees would this not fall into a double tax issue? Also, a 20% increase is totally unfair, my social security does not go up that much in a year and as far as I know no one whom works gets that big of a raise ether. The city is experiencing major construction and growth and its tax revenue has increased accordingly, this storm water increase is totally unnecessary and unfair to the citizens of Port Orange.

I am disabled and have other health issues that will prevent me from attending the meeting so please take this into consideration as to my absence from the appointed meeting. My letter speaks for me!

Copy of letter from the city enclosed:

Respectfully
Thomas N McGillis

CITY OF PORT ORANGE
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA 32129
TELEPHONE 386-506-5500
FAX 386-756-5290
www.Port-Orange.org

August 16, 2017

12935

30 26
McGillis Thomas N & Eva M
Or Current Property Owner
5331 Peach Blossom Blvd
Port Orange FL 32128-7549

Re: Tax Parcel Number 6213-06-00-1830

Dear City of Port Orange Property Owner:

Chapter 74, Article V of the Code of Ordinances, City of Port Orange, Florida (the "Stormwater Utility Ordinance") establishes a stormwater drainage utility and authorizes imposition of an annual stormwater drainage utility fee (the "Stormwater Utility Fee") by the City of Port Orange (the "City") to fund the costs incurred by the City in providing stormwater services, facilities, equipment and improvements each year. The ordinance describes how the fee is calculated and authorizes collection of the fee pursuant to the uniform collection method set forth in section 197.3632, Florida Statutes (the "Uniform Collection Act"), pursuant to which non-ad valorem assessments such as the Stormwater Utility Fee may be collected on the annual ad valorem tax bill mailed each November. The City has imposed the Stormwater Utility Fee and collected the fee pursuant to the uniform method each year since 2005.

This letter is to inform you that the City Council of Port Orange will hold a public hearing at 5:00 p.m., or soon thereafter, on September 12, 2017 in the City Council Chambers on the First Floor of City Hall, 1000 City Center Circle, Port Orange, FL 32129, to consider approving the Stormwater Utility Fee for the fiscal year beginning October 1, 2017 ("Fiscal Year 2017-18"). During the public hearing, the City Council will receive comments on the proposed Stormwater Utility Fee including collection on the ad valorem tax bill.

The Stormwater Utility Fee for each property is based upon the estimated amount of stormwater runoff generated by impervious surface on your property. Impervious surfaces include the rooftop, patios, driveways, parking lots and similar areas. The City has determined that the average single-family residence in the City includes 3,050 square feet of impervious surface, which is the value of one equivalent "single family unit" ("SFU"), the unit of measurement to be applied against each parcel to determine the fee. Single-family residential units, mobile home units and residential condominium units are each assigned one SFU. For non-residential property such as commercial parcels, the number of SFUs has been calculated individually for each parcel of property by dividing the impervious surface area by 3,050 square feet. Vacant unimproved land in its natural state is not subject to the Stormwater Utility Fee.

The proposed rate of the Stormwater Utility Fee for Fiscal Year 2017-18 is $120.00 per SFU which is also the maximum rate that can be imposed without further mailed notice for future fiscal years. It is estimated that the City will collect $4,908,480.00 from the Stormwater Utility Fee for Fiscal Year 2017-18.

The above-referenced parcel has been assigned the following SFUs and fee amount:

Number of Single Family Units (SFUs): 1
The maximum annual Stormwater Utility Fee for the above parcel is: $120.00

If approved by City Council at the September 12 public hearing, the Stormwater Utility Fee for the above-referenced parcel will be collected by the Tax Collector of Volusia County on the ad valorem tax bill mailed each November, commencing in November 2017. Florida law provides that failure to pay the Stormwater Utility Fee will cause a tax certificate to be issued against the property which may result in a loss of title.

Section 74-161 of the Stormwater Utility Ordinance provides that non-residential property served by its own stormwater facilities may be eligible for a credit against a portion of the Stormwater Utility Fee.

Copies of the Stormwater Utility Ordinance and the preliminary roll of properties subject to the Stormwater Utility Fee are available for inspection at the City Clerk's office in City Hall, located at 1000 City Center Circle, Port Orange, Florida 32129, or on the City website at port-orange.org.

You and all affected property owners have a right to appear at the September 12 public hearing and to file written objections with the City Council within 20 days of this notice. If you wish to file a written objection, please include your name, parcel number, and the reason you object to the fee. The objection may be mailed or delivered to: City Clerk, Objections to Stormwater Utility Fee, 1000 City Center Circle, Port Orange, Florida 32129.

If you decide to appeal any decision made by the City Council with respect to any matter considered at the public hearing, you will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made. In accordance with the Americans with Disabilities Act, if you need a special accommodation or an interpreter to participate in this proceeding, please contact the City Clerk for the City of Port Orange, 1000 City Center Circle, Port Orange, Florida 32129, telephone number 386-506-5563, cityclerk@port-orange.org, as far in advance as possible, but preferably within 2 working days of your receipt of this notice or 5 days prior to the meeting date

For further information about the Stormwater Utility Fee, call (386) 506-5500. If there is a mistake in this notice, it will be corrected.

*******DO NOT SEND PAYMENT - THIS IS NOT A BILL*******

JOHN + ARLENE HUTTLE
5418 SWORDFERN CT.
PORT ORANGE, FL. 32128

CITY OF PORT ORANGE
1000 CITY CENTER CIRCLE
PORT ORANGE, FL. 32129

DEAR CITY CLERK:

We, (John + Arlene Huttle @ tax parcel number 6213-02-00-3370) are writing to object to the stormwater utility fee. We feel it is unnecessary and any monies collected will <u>not</u> go where it is intended!

Sincerely,
John + Arlene Huttle

August 18, 2017

Objection to the proposed Storm Water Utility Fee

Name and address:

Dennis Hoffman

3791 Grove View Lane

Port Orange, Florida 32129

Tax Parcel Number:

6306-12-00-1180

Reason (I/we) object to the fee:

The increase in the fee is once again a ploy for the City of Port Orange to pass along an un-needed fee that is actually an increase in the current tax rate. Those citizens that are affected by and derive benefit from this increase should be the ones that are charged not those who have and maintain their own storm water retention ponds.

8-18-17

Tax Parcel # 6308-08-00-1090

To: City Clerk

In reference to Stormwater Utility Fee.
I have lived here 30 years.
I am a senior on a very
limited income. I barely make
the bills that come into my
home now. $1.20 added to my
bills will be a big burden on
me. This letter is my written
objection.

Thank you

Ina Russell
1070 York Way
Port Orange, FL 32129
386-760-5954

William Davis
114 Hickory Lane
Port Orange, FL
32128

Aug 17 2017

City of Port Orange,

We received a notice of pending billing for storm drains and run off.

Our home and those in our area have no curbs or drains.Summer Trees west drains into streams and ponds,and has no city drains or curbs in any of its areas.

We would be happy if curbs and drains were in summer trees west,however,to be charged a fee,in a 55 plus community,for items,ie drains and curbs that we do not have,seem a over extention of the tax code.

Since we have no control of operations,of city of Port Orange water or drainage,we would pay,whatever fees,so as not to be in violation,of any laws.

Please read at meeting,or post as reply.

Parcel 6319 01 02 0300

Thank you.

Wm + Linda Davis

As a final note,any and all water that falls,on our property goes directly,into the run off stream behind our home,which flows into spruce creek,and no other city area,

CITY OF PORT ORANGE
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA 32129
TELEPHONE 386-506-5500
FAX 386-756-5290
www.Port-Orange.org

August 16, 2017

10117

23 21
Davis William & Linda
Or Current Property Owner
114 Hickory Ln
Port Orange FL 32128-6726

Re: Tax Parcel Number 6319-01-02-0300

Dear City of Port Orange Property Owner:

Chapter 74, Article V of the Code of Ordinances, City of Port Orange, Florida (the "Stormwater Utility Ordinance") establishes a stormwater drainage utility and authorizes imposition of an annual stormwater drainage utility fee (the "Stormwater Utility Fee") by the City of Port Orange (the "City") to fund the costs incurred by the City in providing stormwater services, facilities, equipment and improvements each year. The ordinance describes how the fee is calculated and authorizes collection of the fee pursuant to the uniform collection method set forth in section 197.3632, Florida Statutes (the "Uniform Collection Act"), pursuant to which non-ad valorem assessments such as the Stormwater Utility Fee may be collected on the annual ad valorem tax bill mailed each November. The City has imposed the Stormwater Utility Fee and collected the fee pursuant to the uniform method each year since 2005.

This letter is to inform you that the City Council of Port Orange will hold a public hearing at 5:00 p.m., or soon thereafter, on September 12, 2017 in the City Council Chambers on the First Floor of City Hall, 1000 City Center Circle, Port Orange, FL 32129, to consider approving the Stormwater Utility Fee for the fiscal year beginning October 1, 2017 ("Fiscal Year 2017-18"). During the public hearing, the City Council will receive comments on the proposed Stormwater Utility Fee including collection on the ad valorem tax bill.

The Stormwater Utility Fee for each property is based upon the estimated amount of stormwater runoff generated by impervious surface on your property. Impervious surfaces include the rooftop, patios, driveways, parking lots and similar areas. The City has determined that the average single-family residence in the City includes 3,050 square feet of impervious surface, which is the value of one equivalent "single family unit" ("SFU"), the unit of measurement to be applied against each parcel to determine the fee. Single-family residential units, mobile home units and residential condominium units are each assigned one SFU. For non-residential property such as commercial parcels, the number of SFUs has been calculated individually for each parcel of property by dividing the impervious surface area by 3,050 square feet. Vacant unimproved land in its natural state is not subject to the Stormwater Utility Fee.

August 18, 2017

To: City Clerk of Port Orange, Florida
Re: Response to August 16, 2017 - Storm Water Utility Fee Letter
Ref: **Tax Parcel #'s - 6319-01-02-0240**
- 6319-01-00-0930
- 6319-01-00-0950
From: Parcel Owners...William Terry Nixon and Kelly Pancratz Nixon
95 Cypress Pond Road
Port Orange, Florida 32128-7502

Our objection:

We live in Summer Trees Homeowners' Association, d/b/a Summer Trees West, the first Planned Unit Development in Port Orange. As part of the P.U.D. agreement between the City of Port Orange and the developer, Bill Russell, Summer Trees Subdivision was designed and constructed to have a natural "flow and collect" drainage solution, i.e. no storm drains. It still functions today, over forty years later, exactly as it was designed. The members of our Association fund a standing HOA Water Committee to deal with drainage issues as they occur, and we do not rely on any funding or upkeep from the City of Port Orange. My wife and I own our homestead and two other housing units here, and we are requesting to be excluded from 50% of the entire yearly fee for the properties listed above. With the other half we are glad to help with drainage along Dunlawton Avenue and other roads that all the residents of Port Orange utilize.

Respectfully submitted,

Terry and Kelly Nixon
(386)304-6828

John Earl and Sandra Heim
6201 Secret Lake Drive
Port Orange, FL 32128
Tax Parcel # 6332-03-00-0400

City Clerk
Objections to Stormwater Utility Fee
1000 City Center Circle
Port Orange, FL 32129

August 17, 2017

ATTN: City of Port Orange City Council,

We moved from Maryland to Florida last year to get away from ridiculous taxes imposed on it's citizens such as MD Governor Martin O'Malley's unlawful 'Rain Tax'.

The City of Port Orange's proposed annual $120.00 per SFU 'Stormwater Utility Fee' is simply another attempt by government do-nothings to dig your hands into our pockets. I vehemently object to this bill and will refuse to pay any new taxes of this sort.

Thank You -

John Earl Heim III

Sandra Heim

CITY OF PORT ORANGE
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA 32129
TELEPHONE 386-506-5500
FAX 386-756-5290
www.Port-Orange.org

August 16, 2017

9605

22 20
Heim John Earl III & Heim Sandra Ann
Or Current Property Owner
6201 Secret Lake Dr
Port Orange FL 32128-6049

Re: Tax Parcel Number 6332-03-00-0400

Dear City of Port Orange Property Owner:

Chapter 74, Article V of the Code of Ordinances, City of Port Orange, Florida (the "Stormwater Utility Ordinance") establishes a stormwater drainage utility and authorizes imposition of an annual stormwater drainage utility fee (the "Stormwater Utility Fee") by the City of Port Orange (the "City") to fund the costs incurred by the City in providing stormwater services, facilities, equipment and improvements each year. The ordinance describes how the fee is calculated and authorizes collection of the fee pursuant to the uniform collection method set forth in section 197.3632, Florida Statutes (the "Uniform Collection Act"), pursuant to which non-ad valorem assessments such as the Stormwater Utility Fee may be collected on the annual ad valorem tax bill mailed each November. The City has imposed the Stormwater Utility Fee and collected the fee pursuant to the uniform method each year since 2005.

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The Stormwater Utility Fee for each property is based upon the estimated amount of stormwater runoff generated by impervious surface on your property. Impervious surfaces include the rooftop, patios, driveways, parking lots and similar areas. The City has determined that the average single-family residence in the City includes 3,050 square feet of impervious surface, which is the value of one equivalent "single family unit" ("SFU"), the unit of measurement to be applied against each parcel to determine the fee. Single-family residential units, mobile home units and residential condominium units are each assigned one SFU. For non-residential property such as commercial parcels, the number of SFUs has been calculated individually for each parcel of property by dividing the impervious surface area by 3,050 square feet. Vacant unimproved land in its natural state is not subject to the Stormwater Utility Fee.

Gustin & Frances Caruso

781 Osprey Drive, Port Orange Fl.
386-767-8506 (cell- 386-547-4755
Fcaruso444@att.net

8/18/2017

Dear Member of the City Council,

Concerning the Stormwater Utility Fee for parcel #6329-01-00-0410

781 Osprey Drive, Port Orange, Florida 32127

Gustin & Frances Caruso – owners.

As our entire property lies below street level, there is no stormwater runoff from any of our impervious surfaces to any City provided management. Stormwater from Osprey Drive actually drains to our lot and is absorbed into our 3 (three) acre site. As this is the case, we don't feel that a Stormwater drainage utility fee for this parcel is at all appropriate.

Warm regards,
Gustin & Frances Caruso

Gustin A Caruso
Frances H Caruso

Fenwick, Robin

From: Sean Maroney <s_maroney@yahoo.com>
Sent: Tuesday, August 22, 2017 10:29 PM
To: Bastian, Drew; Burnette, Don; Ford, Bob; Stiltner, Scott; Tramont, Chase; Johansson, Michael; CityClerk; PublicWorksAdmin; Riehm, Tracey
Subject: City of Port Orange Stormwater Utility rate increase
Attachments: PO-Application for Stormwater Drainage Utility Fee Credit (PDF).pdf; VC-Stormwater Fee Credit Form.pdf

Honorable City Council and City Administration,

Let me start by apologizing for adding to the pile of communication I am sure you are receiving about the stormwater fee, as well all of the other questions that arise when the trim notices go out with everyone's proposed taxes. I feel that this is a very important topic and I will try to keep my letter short.

After reading the Stormwater Fee letter that went out to everyone in Port Orange, I have some concerns after already having a fairly high rate of $100 and now going to $120 per Single Family Unit (SFU). If the rate goes to $120, it will be one of the highest in the state; roughly 15th out of over 172 other Stormwater Utilities in the state (per Florida Stormwater Association). In comparison, the County's stormwater rate is only $72. The City's new rate is expected to collect over $4.9 million for stormwater activities; in comparison, the County collects roughly $4.5 million to maintain a much bigger area. Why such a huge increase? Aren't there grants available for the extra projects the City is planning? I know the County applies for and has received grant funding when they have larger projects that can overwhelm a budget.

With all of this in mind, I started to think about how my subdivision (Port Orange Plantation) handles its own stormwater. I know the County gives credits (either 34% or 68%) based on the type of stormwater system and/or St Johns River Water Management District permit a subdivision or property owner has. For example, everyone in Halifax Planation gets a 68% reduction because of the stormwater system they have. I contacted the City and they said the only properties that get credits are commercial properties that have their own retention ponds and stormwater systems. Now my question to this is, what is the difference between commercial treating their own water and a subdivision treating their own water? Yes, I don't have a retention pond on my parcel, but there is one right out back that handles the water for everyone in my area. We also have drainage infrastructure that takes the roadwater and puts it in our ponds. We as property owners paid for that infrastructure because it is required, to eliminate or at least limit flooding concerns. Now we have to pay an excessive stormwater fee? Also, by only allowing commercial properties to get a credit for their stormwater fees, the City is putting an even bigger taxing burden on the residents. How is that fair?

Believe me, as a government employee, I understand the need for taxes and the limited resources that governments have, but there also has to be fiscal responsibility and a responsibility to the people to do things the right way.

I have attached both the City's and the County's stormwater credit applications for your review.

Please feel free to contact me if you would like to discuss any of this further. Thank you for your time.

Sincerely,

Sean Maroney
5261 Plantation Home Way

DEPARTMENT OF PUBLIC WORKS

407 VIRGINIA AVENUE
PORT ORANGE, FLORIDA 32129
TELEPHONE 386-506-5575
FAX 386-756-5365
www.port-orange.org

APPLICATION FOR STORMWATER DRAINAGE UTILITY CREDIT

Name: _____

Address: _____

Phone No.: (____) _____-_____ Email: _____

Volusia County Property ID: _____

Property ID Type (Check one): Alternate Key ☐ Short Parcel ID ☐ Full Parcel ID ☐

1. Is your property or part of it located on a wetland as defined and mapped by the U.S. Fish and Wildlife Service? YES ☐ NO ☐

2. Is your property located in a Federal Emergency Management Agency (FEMA) designated flood plain, Special Flood Hazard Area (SFHA), or zoned as such by the City of Port Orange? YES ☐ NO ☐

   If yes, what is the FEMA Flood Insurance Rate Map (FIRM) number? _____

3. Is the retention pond on your property permitted by the St. Johns River Water Management District or the City of Port Orange Community Development Department? YES ☐ NO ☐

   If yes, please provide the permit number: _____

4. Do you know the area or dimensions of the stormwater retention pond on your property?
YES ☐ NO ☐

If yes, please provide below:

Area: _____(square feet)

Dimensions: Length _____(feet) Width _____(feet) Depth_____(feet)

Please submit your completed application to the Department of Public Works, attention Engineering Manager, via email at PWAdmin@port-orange.org or by mail:

City of Port Orange
Department of Public Works
Attn: Engineering Manager
407 Virginia Avenue
Port Orange, Florida 32129

OFFICIAL CITY USE ONLY

APPLICATION RECEIVED BY: _____ DATE: _____

Does the application meet the minimum requirements for a credit? YES ☐ NO ☐
If no, please provide reason(s) for denial below:

_____

_____

PERCENT OF CAPITAL PORTION OF UTILITY FEE RECOMMENDED AS CREDIT: _____%

BY: _____ DATE: _____
Engineering Manager

PERCENT OF CAPITAL PORTION OF UTILITY FEE APPROVED AS CREDIT: _____%

BY: _____ DATE: _____
Director of Public Works

FINANCE DEPARTMENT

PERCENT OF CAPITAL PORTION OF UTILITY FEE APPLIED AS CREDIT: _____%

BY: _____ DATE: _____
Finance Director

Helpful links:

1. City of Port Orange Council Approval Stormwater Utility Fee Resolution 05-70
2. Municode Code of Ordinance Stormwater Utility Fee
3. Fish and Wildlife Services Wetlands Mapper
4. FEMA Flood Map Service Center
5. St. Johns River Water Management District

Volusia County
FLORIDA

Public Works Department
Road and Bridge Division

Stormwater Utility Fee Credit Application Form

Stormwater Utility customers may receive a credit for constructing, operating and maintaining a stormwater facility that reduces the pollutant discharge, reduces flood impact, or both from the property. Customers seeking a credit must submit all required information and must be received by Public Works no later than August 1st to be eligible for credit on the property tax mail-out in November.

Following initial approval, every five (5) years the customer must submit a signed and sealed statement by a Florida registered professional engineer that certifies the system is operating as designed and has been properly maintained.

Please complete this form and attach the required supporting documentation. If you have any questions or need assistance in completing the application, contact a Stormwater Utility representative at 386-736-5965. Complete applications should be mailed to:

County of Volusia
Department of Public Works
Stormwater Utility Program
123 W. Indiana Ave.
DeLand, FL 32720

Name of property owner or property association _____

Address _____

Authorized representative _____ Phone _____
Name (printed)

Parcel number (one ID is required)

- Full parcel ID _____
- Short parcel ID _____
- Alternate key _____

Volusia County
FLORIDA

Public Works Department
Road and Bridge Division

Stormwater Utility Fee Credit Application Form
Page two

34% Credit - Based on Water Quality

- ☐ A valid St. Johns River Water Management District Permit (40-42, F.A.C.) with certification by a Florida registered professional engineer that the facility is operating as designed and is regularly maintained*

- ☐ Provide proof that pollutant discharge affecting water quality meets the standards of the St. Johns River Water Management Permit (40-42, F.A.C.). Certification with applicable plans and calculations signed and sealed by a Florida registered professional engineer is required.

68% Credit - Based on Water Quality and Quantity

- ☐ A valid St. Johns River Water Management District Permit (40-4 or 40C-40 F.A.C.) with certification by a Florida registered professional engineer that the facility is operating as designed and is regularly maintained*

- ☐ Provide proof that both water quality and quantity meet the standards of the St. Johns River Water Management Permit (40-4 or 40C-40 F.A.C.). Certification with applicable plans and calculations signed and sealed by a Florida registered professional engineer is required.

68% Credit - Based on No Discharge

- ☐ Demonstration that the site does not discharge stormwater offsite to the stormwater management system during the 100-year, 24–hour design storm event as defined by the St. Johns River Water Management District. Certification with applicable plans and calculations signed and sealed by a Florida registered professional engineer is required.

* For new developments, an as-built certification by a Florida registered professional engineer will be acceptable up to one year after the certification.

2560 West State Road 44 • DeLand, Florida 32720
Tel: (386) 822-6422 • Fax: (386) 822-6496
www.volusia.org/publicworks/road.htm

Volusia County
FLORIDA

Public Works Department
Road and Bridge Division

Stormwater Utility Fee Credit Application Form
Page three

Important Information

For multi-phased developments, the application must clearly describe the phase or phases that are to be considered for this credit.

For phases with separate permits or operation and maintenance entities, a separate application must be submitted for each.

For multi-unit developments, such as a condominium association or homeowners association, the association representative or designated agent shall be responsible for application submittal.

2560 West State Road 44 • DeLand, Florida 32720
Tel: (386) 822-6422 • Fax: (386) 822-6496
www.volusia.org/publicworks/road.htm

From: William Rooney <wgrooneyjr@aol.com>
To: wgrooneyjr <wgrooneyjr@aol.com>
Subject: Objections to Stormwater Utility Fee
Date: Sun, Aug 27, 2017 12:46 pm

To:
City Clerk of Port Orange,
1000 City Center Circle
Port Orange, Florida 32129

How can the City of Port Orange Justify a 20% increase in the Stornwater Utility (Tax/Fee} for the 2017-2018 Tax year. Where are the Project Plans, Proposed Budgets, Schedules, etc. (Not including future projects that have no Project dates, Detailed plans, Budgets, etc.).. As the City of Port Orange states that there has not been an increase since 2005, so what is the urgent need to push through this 20% increase in one year Is the Best Business Practices being used or does the city want to fill up the Stormwater Drainage Utility Fund pot and use it at their discretion without proper/prior approvals.

Myself and others in the City of PO are on fixed incomes and budgets, and no other Public Entity has the gall to stick us all at once with this 20% amount of increase. This is not in response to a natural disaster that needs immediate attention. It looks like the plan is "Lets get the money then **We** will decide what Projects to do if any".

What are the DETAILED PROJECTS/PLANS that will this increase will be used for this Tax Year 2017-2018.. At your Estimate of $4.9 Million, will there be the appropriate reviews/accounting for these monies that the Port Orange residents can review on a regular basis, without having to wait for just once a year.

What DETAILED PROJECTS/PLANS,(Due Diligence reports) has the Stornwater Utility Fee (Tax/Fee} been used for in recent years, or is this **Stormwater Utility Fee/Tax Fund all one large fund to draw from with no planning/ accounting/reviews of how the monies are/were used**. Who maintains the Bidding process records for each project..How do the residents know that they are getting the best gang for their bucks.

The most common use for the word FEE is to pay for something you use.

The City of Port Orange does not service the Stormwater Drainage system in the Country Side West community. The residents of Country Side West already pay a tax to use the ST. Johns River Water Management System. We also or billed by the CWHOA for maintain of that system. Rain fall from the structures, driveways, etc. in Country Side West flows into the St. Johns River Management System, and they maintain that system.

William G. Rooney Jr
5766 White Acres lane
Port Orange, FL 32127
Lot #14
Tax Parcel Number 6317-24-00-0140

CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/26/2017

Consent item: No

SUBJECT: (5) Debris Management Plan-Private Property Debris Removal

DEPARTMENT: Fire/Rescue Services

GOAL:

RECOMMENDED MOTION:

SUMMARY: Generally, FEMA's position on private property debris is that the collection and removal of the debris is the responsibility of the private property owner. However, current guidance from the Stafford Act provides FEMA authority to fund an eligible applicant's debris removal from private property provided that the appropriate State or local government public health authority or other public entity that has legal authority determines that disaster-generated debris on private property in the designated area constitutes an immediate threat to life, public health, and safety; and that removal of the debris is in the public interest. The local government that intends to seek reimbursement must submit a written request for reimbursement to, and receive approval from, the Federal Coordinating Officer, **prior to the commencement of work.** During the Hurricane Matthew response, this approval took more than thirty (30) days. Even after the approval, the FEMA debris specialists will judge each area to determine whether the nature and extent of the debris qualifies for reimbursement.

The Federal Coordinating Officer bases their decision on whether it is in the "public's interest". Debris removal is in the public interest when it is necessary to eliminate immediate threats to life, public health, and safety; or eliminate immediate threats of significant damage to improved public or private property ensure economic recovery of the affected community to the benefit of the community-at-large. The determination must be made by the State, Territorial, Tribal, county, or municipal government's public health authority or other public entity that has legal authority to make a determination that disaster generated debris on private property in the designated area constitutes an immediate threat to life, public health, or safety, or to the economic recovery of the community at-large.

Policy decision on the following:

1) Do we provide debris removal for private properties effected by disaster generated debris beyond the normal solid waste services?
2) Will we seek FEMA reimbursement for PPDR, which may require pre-approval by FEMA before the debris removal can commence, and annual right of entry and hold harmless agreements with each and every HOA or private road owner?
3) Will the City indemnify FEMA, rather than attempting to get indemnification from each individual HOA?
4) What do we do with debris on private roads not contained within an HOA (i.e.

Dogwood)?

At this time it is emergency management's recommendation to collect private property debris in accordance with FEMA guidelines and to indemnify FEMA through city ordinance. Though this may take additional time before collection can occur on private roadways, this will ensure the CIty the best possible chance at reimbursement from FEMA.

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Draft Debris Management Plan	DRAFT Debris Management Plan.pdf

Jordan Guido	Created/Initiated - 09/01/2017
Ken Fustin	Approved - 09/20/2017
Jake Johansson	Approved - 09/21/2017
Robin Fenwick	Final Approval - 09/21/2017

City of Port Orange
Debris Management Plan

DRAFT

Office of Emergency Management

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SECTION VI – DEBRIS MANAGEMENT SITES

SECTION VII – CONTRACTED SERVICES

SECTION XI – DEBRIS REMOVAL FROM FLOOD CONTROL WORKS

SECTION X – PUBLIC INFORMATION PLAN

SECTION XI – WEAPONS OF MASS DESTRUCTION AND TERRORISM EVENTS

Attachment 1: Debris Management Standard Operating Procedures

Attachment 2: Standard Operating Procedures for Citizen Drop-Off Sites

Attachment 3: Critical Roadways

Attachment 4: PPDR Ordinance

Attachment 5: Debris Load Tickets

Attachment 6: Flood Zone Map

Attachment 7: USACE Debris Estimation Model

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SECTION I – OBJECTIVES

This Plan identifies the actions required to plan for and respond to a natural or man-made debris generating event. It is designed to identify local, State, and Federal departments and agencies responsible for debris operations with respect to executing a coordinated response to a major debris-generating event. Port Orange Emergency Management recognizes the importance of having a coordinated Plan in place that will contribute to the safety and wellbeing of all residents of the City and the importance of cooperation from the other City departments and agencies identified in this Plan.

The Debris Collection Project Manager will direct and coordinate Response (Phase II) and Recovery (Phase III) operations utilizing personnel and equipment from City departments, private debris removal and disposal contractors.

The Debris Collection Project Manager will be responsible for coordinating disaster debris operations with respect to the emergency clearance and permanent removal and disposal of debris deposited along or immediately adjacent to City maintained street rights-of-way throughout the City in consultation with other City departments and State and Federal agencies. This approach will ensure a seamless and efficient cleanup operation.

A City Debris Management Operations Center (DMOC) will operate as a unified organization under direct control of the City Debris Manager. All debris clearing, removal, and disposal operations within the City will be directed and coordinated by a joint DMOC staff located at the Public Works Department located at 407 Virginia Avenue, Port Orange.

A. Authority

This Plan is developed, promulgated, and maintained under Emergency Support Function 3 (ESF 3), Public Works to the City Comprehensive Emergency Management Plan (CEMP) dated 2016.

B. Debris Management Plan Key Participants

Designated Debris Manager	Operations Support Administrator
ESF 3 Coordinator	Director of Public Works
Emergency Management	Emergency Management Coordinator
Community Outreach	Public Information Coordinator
Operations Section Chief	Fire Chief
Safety Officer	Risk Manager
Project Management/Engineering	Operations Support Administrator
Solid Waste Department	Solid Waste Coordinator
Parks and Recreation	Director of Parks and Recreation Department
Contracting and Procurement	Purchasing Department
Technical Specialists	Debris Consultants
Finance and Administration Section Chief	Director of Finance Department

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Contractor Payments/Invoicing	Director of Finance Department
FEMA Claims Management	Director of Finance Department
Internal Budget/ Accounting Systems	Director of Finance Department
Federal/State/County Liaison	Emergency Management Coordinator
Legal Support in Project Development	City Attorney's Office

SECTION II – EXPLANATION OF TERMS

Debris is the remains of things destroyed or damaged because of disasters. Disaster debris may include: yard waste, building materials, household items, personal property, hazardous household products, batteries, hazardous chemicals, spoiled food, dead animals, liquids and other materials. Some types of debris pose a threat to health, safety, and the environment.

A glossary that provides definitions of common terms used herein that are associated with the management of debris is provided below.

A. Definitions

Burning – Reduction of woody debris by controlled burning. Woody debris can be reduced in volume by approximately 95% through burning. Air curtain burners are recommended because they can be operated in a manner to comply with clean-air standards.

Chipping or Mulching - Reducing wood related material by mechanical means into small pieces to be used as mulch or fuel. Woody debris can be reduced in volume by approximately 75%, based on data obtained during reduction operations. The terms "chipping" and "mulching" are often used interchangeably.

Construction, Demolition and Land-Clearing Wastes - Any type of solid waste resulting from land-clearing operations, the construction of new buildings or remodeling structures, or the demolition of any building or structure.

Debris - Scattered items and materials that were broken, destroyed, or displaced by a natural disaster. Examples: trees, construction and demolition material, personal property, etc.

Road Clearance - Clearing the major road arteries by pushing debris to the roadside to accommodate emergency traffic.

Debris Monitoring Services – The Debris Monitoring Services is organized to provide oversight of private debris contractors involved with debris clearing, removal, and disposal operations. The team consists of fixed site monitors and field monitors.

Debris Removal – Picking-up debris and taking it to a temporary storage site or permanent landfill.

National Response Framework – A framework that describes the mechanism and structure by which the Federal government mobilizes resources and conducts activities to address the consequences of any major disaster or emergency that overwhelms the capabilities of State and local governments.

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Final Debris Disposal - Placing debris and/or residue from volume reduction operations into an approved landfill.

Force Account Labor - In this context**,** city employees engaged in debris removal activities within the city.

Garbage - Waste that is normally picked up by a designated department such as the Department of Solid Waste or a Contractor. Examples: food, plastics, paper and other common household waste.

Hazardous Waste - Any waste or combination of wastes of a solid, liquid, contained gaseous or semisolid form which because of its quantity, concentration, or physical, chemical, or infectious characteristics may:

- Cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness;
- Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported or disposed of, or otherwise managed.
- Also, includes material and products from institutional, commercial, recreational, industrial and agricultural sources that contain certain chemicals with one or more of the following **5** characteristics, as defined by the Environmental Protection Agency: 1) Toxic, 2) Flammable, 3) Corrosive; and/or 4) Reactive. Such wastes may include, but are not limited to, those that are persistent in nature, assimilated, or concentrated in tissue or which generate pressure through decomposition, heat, or other means. The term does not include solid or dissolved materials in domestic sewage or solid dissolved materials in irrigation return flows, or industrial discharges, which are point sources subject to state or federal permits.

Household Hazardous Waste (HHW) - Used or leftover contents of consumer products that contain chemicals with one or more of the following characteristics, as defined by the Environmental Protection Agency: 1) Toxic, 2) Flammable, 3) Corrosive and/or 4) Reactive. Examples of household hazardous waste include small quantities of normal household cleaning and maintenance products, latex and oil based paint, cleaning solvents, gasoline, oils, swimming pool chemicals, pesticides, and propane gas cylinders.

Hot Spots - Illegal dump sites that may pose health and safety threats.

Illegal Dumping - the intentional dumping of solid waste on public or private property without the knowledge or consent of the property owner.

Industrial Waste - Any liquid, gaseous, solid, or other waste substance, or a combination thereof resulting from any process of industry, manufacturing, trade, or business or from the development of any natural resources.

Monitoring – Action taken to monitor all contracted debris operations to document this information and ensure that its contractor removes eligible debris

Mutual Aid Agreement - A written understanding between communities, states, or other government entities delineating the process of providing assistance during a disaster or

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emergency.

Public Information Officer – Public Information Officer (PIO) is responsible for preparing news releases pertaining to the debris cleanup operation.

Recycling - The recovery and reuse of wood, metals, soils, construction materials, and other reusable material that may have a residual monetary value**.** Examples of recyclable material are shown below:

- Aluminum cans
- Steel (tin) cans
- Newspaper
- Glass
- Plastic
- Cardboard
- Office paper
- Mixed paper

Rights-of-Way - The portions of land over which facilities, such as highways, railroads, or power lines are built. Includes land on both sides of the highway up to the private property line.

Scale/Weigh Station - A scale used to weigh trucks as they enter and leave a landfill. The difference in weight determines the tonnage dumped and a tipping fee may be charged accordingly. Also, may be used to determine the quantity of debris picked-up and hauled.

Pass - The number of times a Contractor passes through a community to collect all disaster-related debris from the rights-of-way. This may be done multiple times, but is usually limited to three passes in each community.

Debris Management Site (DMS) - A location where debris is temporarily staged until it is sorted, processed, and reduced in volume and/or taken to a final disposal location. Also, referred to as temporary debris staging and reduction sites.

Tipping Fee - A fee based on weight or volume of debris dumped that is charged by landfills or other waste management facilities to cover their operating and maintenance costs.

Trash - Non-disaster related waste such as yard waste, white metals, or household furnishings placed on the curbside. Non-disaster related trash is not eligible for reimbursement under FEMA's Public Assistance Program. Not synonymous with garbage.

United States Army Corps of Engineers (USACE) – Federal agency responsible for design and management of construction projects for the Army and Air Force, and proves oversight to various flood control and navigation projects. The USACE may be tasked by FEMA to manage debris removal and disposal private contractor operations.

Volume Reduction Operations - Any of several processes used to reduce the volume of debris brought to a temporary debris storage and reduction site. It includes chipping and mulching of woody debris, shredding and/or baling of metals, air curtain burning, etc.

White Goods - Household appliances such as refrigerators, washers, dryers, and freezers.

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SECTION III – DEBRIS MANAGEMENT

A. Staff Roles and Responsibilities

1. GENERAL

One of the primary functions of this Plan is to clearly delineate a basic organization and assign specific responsibilities. The Department of Public Works is the lead agency and has primary responsibility for the restoration of the public infrastructure following a disaster.

The Public Works Operations Administrator is responsible for oversite of emergency debris clearance of essential transportation routes and other critical public facilities based upon the Critical Facilities List as determined by the City's Emergency Operations Center (EOC) staff. Additionally, the Public Works Operations Administrator is responsible for the removal of debris from all the City's rights-of-way after the initial clearance of debris from essential transportation routes. Debris contractors may be utilized to assist with either of these primary tasks.

The Public Works Operations Administrator, working under the direction of the Director of Public Works, is the staff member responsible for overall coordination of the debris management site locations, processing, and final disposal activities within the City. He/she will coordinate the staging, processing, and disposal of all disaster-related debris from public property and qualifying private property.

During the conduct of debris operations, many issues will arise that are not specifically mentioned in this Plan. However, responsibilities are sufficiently defined so that unexpected issues can be assigned and resolved efficiently.

2. PURPOSE

This Plan provides organizational structure, guidance, and standard operating procedures for the clearance, collection, staging, processing, and disposal of disaster debris following a debris-generating event (e.g. hurricane). It is organized to:

- Establish the most efficient and cost-effective methods to address disaster debris operations.
- Expedite disaster debris operational efforts that provide visible signs of response and recovery to alleviate the threat to public health, safety and welfare.
- Encourage interlocal and inter-agency relationships by planning and communicating with local, State and Federal agencies involved with disaster debris management operations.
- Oversee and implement private sector debris operations contracts to enhance disaster recovery operations.

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3. ASSUMPTIONS

This Plan is based on the following assumptions:

- A major natural disaster that will require the removal of disaster debris from public and/or
  private lands and waters will occur at some point in the future.
- The quantity of debris resulting from a major natural disaster will exceed the City's in-house operational capabilities.
- City has pre-event contracts for additional resources to assist with debris management, clearance, collection, staging, processing, and disposal operations.
- The Governor will declare a State of Emergency that will authorize State resources to assist in removal and disposal of disaster related debris.
- The Governor will request a Presidential Disaster Declaration when the disaster recovery is anticipated to exceed both local and State resources.

4. NATIONAL INCIDENT COMMAND SYSTEM (NIMS)

This plan and the Debris Management Operations Center concept support the City's NIMS organization as shown in Figure 1 below

5. DEBRIS MANAGEMENT OVERVIEW

The Emergency Management Coordinator will notify the City Departments and Agencies when notice is warranted of an impending disaster event. Personnel assigned to ESF 3 will establish a presence at the City EOC located at 4545 S Clyde Morris Boulevard and await further instructions from the ESF 3 Coordinator. All ESF 3 staff should be knowledgeable in their specific duties, responsibilities identified in the CEMP, and this Plan. ESF 3 will employ an Incident Command Structure for all post disaster situations.

The ESF 3 Public Works Director will exercise daily operational control of the ESF 3 Incident Command Staff (ICS) and:

- Keep the City Manager briefed on the status of the debris clearing, removal, storage, processing and disposal operations.
- Establish and staff the Incident Command Facility at ESF 3 Headquarters.
- Assure that City is represented at meetings with other government and private agencies involved with the debris management operations.

The ESF 3 Coordinator will have responsibility for coordinating with other EOC assigned personnel, handling debris clearance and cleanup requests involving debris management personnel and equipment, DMS personnel and equipment, and City Parks and Recreation Department personnel and equipment. Actions will also focus on coordination with local utilities, other City, State and Federal resources (e.g., City Police, County Sheriff, Florida Highway

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Patrol, Federal Emergency Management Agency FEMA, Natural Resources Conservation Service, etc.), reviewing progress and initial debris clearance from public roadways and critical facilities. The ESF 3 Coordinator will keep the EOC representatives informed of cleanup progress and any problems encountered or expected.

The City Debris Manager utilizing an incident command structure, will coordinate the actions necessary to perform debris emergency clearance, collection, storage, processing and disposal operations.

The DM will be supported by a combined debris management staff made up of personnel from the Public Works Department, Public Utilities Department, Parks and Recreation Department, other supporting departments, and the City's contracted Debris Management Consultant(s). This organization will be referred to as the Debris Management Operations Center (DMOC) staff and will be located at the EOC and/or field office(s).

The figures presented below represent the ESF 3 Organization based on NIMS required Incident Command System structure.

6. DEBRIS MANAGEMENT OPERATIONS CENTER

The Debris Collection Project Manager is the designated DM for the City and is responsible for emergency debris clearance of essential transportation routes and other critical public facilities. The DM is responsible for locating and staffing a Debris Management Operations Center (DMOC) that provides a physical location where selected City staff will work to resolve primary debris-related issues that normally arise during debris cleanup operations. The DMOC is organized to provide a central location for the coordination and control of all debris management requirements. The DMOC will be located at the Public Works Department.

The DMOC staff will be under the direction of the Debris Manager. The City Debris Manager's actions may include the following:

- Making recommendations for City and private contractor work assignments/priorities.
- Reporting on debris removal and disposal progress, and preparing status briefings.
- Providing input to the City PIO on debris removal and disposal activities for dissemination to the public.
- Coordinating debris issues affecting the City with local municipalities and the County.
- Coordinating City debris removal and disposal operations with City, County and State solid waste managers, environmental regulators, and other agencies as appropriate.
- Coordinating with the following Federal agencies in the event of a major natural or manmade debris-generating disaster:
    - Federal Emergency Management Agency (FEMA)
    - U.S. Army Corps of Engineers (USACE)

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- Federal Law Enforcement Agencies (FBI, BATF)
- US Environmental Protection Agency (USEPA)

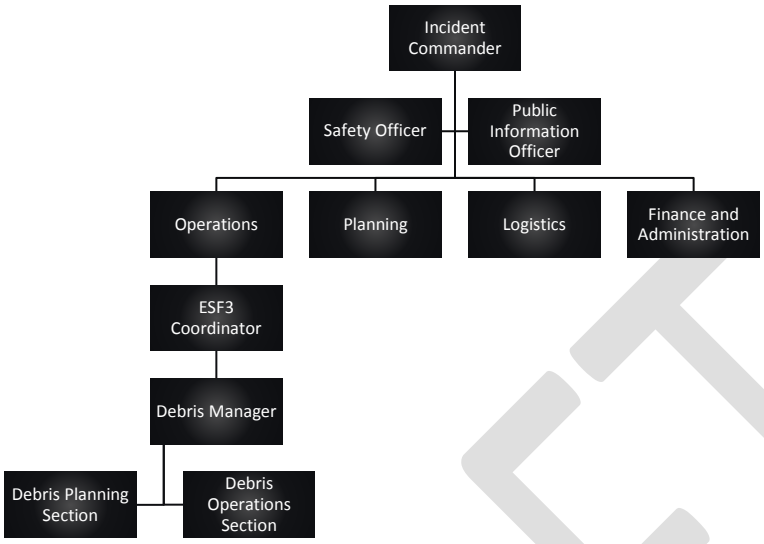

Figure 1
City NIMS Organizational Structure

7. DEBRIS MANAGEMENT STAFF

Staff Member	Role/Responsibility
Debris Collection Project Manager	Coordinates all debris removal and disposal responsibilities
Public Information Officer	Coordination of press releases, maintenance of contracts with local organizations, the media, drafting public notices
Safety Officer	Identify any safety concerns for citizens. Monitor and assess any safety hazards or unsafe conditions to protect worker safety or assist evaluation of eligibility for reimbursement
ESF 3 Primary Coordinator	Coordinate EOC communication and keep stakeholders of City informed. General oversite and advisement of debris operation.

Table 2 – Debris Management Command Staff Role/Responsibility

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Debris Operations Section Organization

The DMOC organizational diagram shown in Figure 2 below identifies the DMOC's Debris Operations organization and staff positions required to coordinate the actions necessary to remove and dispose of debris using both City and private contractor assets.

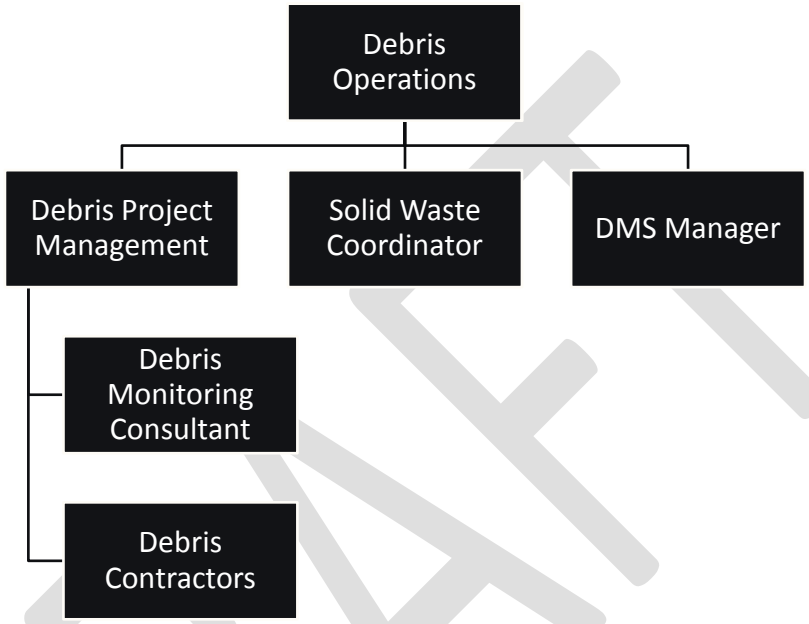

Figure 2
Debris Operations Section Organization Chart

Operations Section	Role/Responsibility
Supervision of all tactical operations and coordinate internal and contracted resources	
Debris Collection Project Manager	Detailed damage assessments, oversight of project consultants and debris contractors, identification, preparation and restoration of DMS, monitoring of contractor operational plans and implementation
Solid Waste Manager	Coordination of all franchise hauler operations
Contracted Monitors	Oversight of DMS locations

Table 3 – Operations Section Role/Responsibility

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Debris Planning Section Organization

Debris Planning Section (Figure 3); Debris Logistics Section (Figure 4) and Debris Finance / Administrative Section (Figure 5) organizational charts are shown below. They are organized to comply with NIMS and each supports the overall debris removal and disposal mission

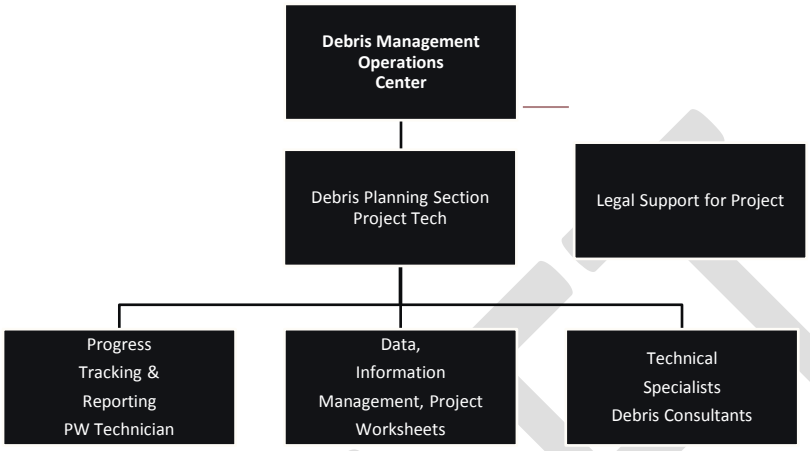

Figure 3
Debris Planning Section Organization Chart

Planning Section	Role/Responsibility
Responsible for the collection, evaluation, dissemination, and use of information about the status of resources and the debris removal effort. Also, provides consultation services for all Incident Command Staff	
Monitoring Contractor	Tracks progress of the overall debris removal efforts and prepares reports regarding projections for future areas of collection and expected amount of debris to be collected for Command Staff and the Public Information Office. Enablement of "live access" to city staff of collection process
Monitoring Contractor	Reviews and validates data and information generated by consultants and debris contractors, ensures content and completeness for FEMA project worksheet development, and prepares data for eventual audit by internal or external authorities. Preliminary numbers are submitted daily for the prior working day. Final reports are to be submitted after records, disposal tickets and timesheets are audited.
Removal and Monitoring Contractor	Resources assigned to consult on specific problems or perform specific technical tasks e.g. environmental testing, hazardous material handling, etc

Table 4 - Planning Section Role/Responsibility

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Debris Logistics Section Organization

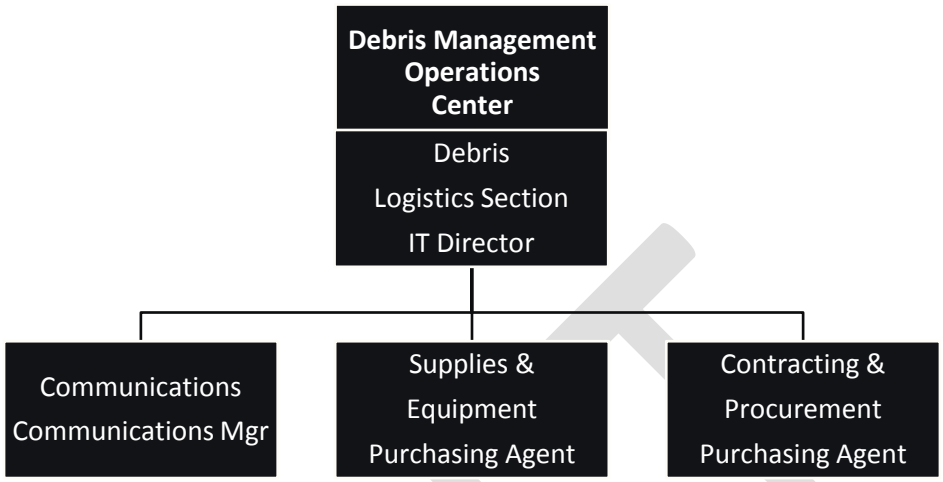

Figure 4
Debris Logistics Section Organization Chart

Logistics Section	Roles/Responsibilities
Responsible for providing facilities, services, equipment and materials	
Communications	Plan and implement communications strategy, provide, test and distribute communications equipment to City field resources
Supplies & Equipment	Provide vehicles, equipment and any other ancillary supplies to City field resources
Contracting & Procurement	RFP, RFQ, scope of work and specifications for debris contracts, contract modifications, equipment purchasing or leasing contracts.

Table 5 – Logistics Section Role/Responsibility

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Debris Finance & Administration Section

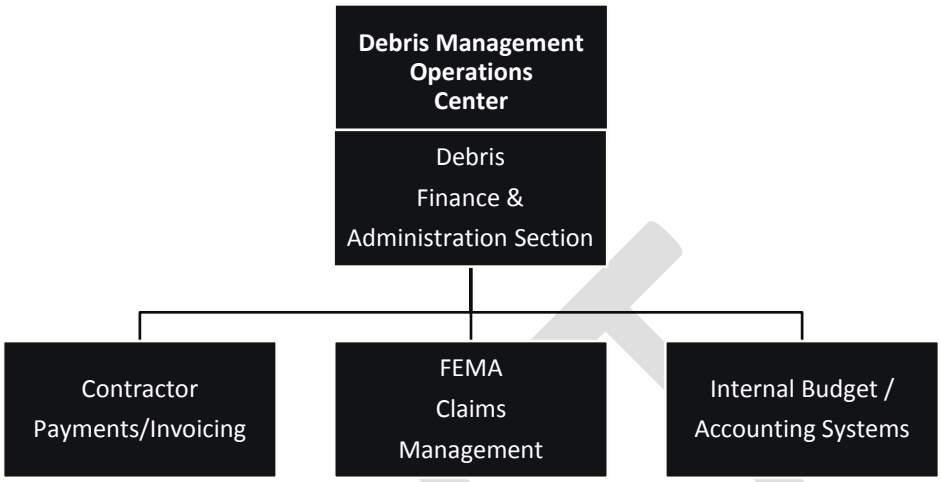

Figure 5
Finance & Administration Section Organization Chart

Finance & Administrative Section	Roles/Responsibilities
Responsible for all financial considerations of the debris removal effort	
Payments and Invoicing	Review and validate invoices generated by consultant and debris contractors, ensure prompt payment of invoices
FEMA Management	Format and submit data for the generation of project worksheets and invoices to Federal authorities including supporting documentation (contracts, invoices, load tickets, etc.) Initiate requests for funding, coordinate appeals
Internal Budgeting	Set up accounts, budget systems to pay for and track all debris removal expenses

Table 6 – Finance & Administration Section Role/Responsibility

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9. STAFFING ASSIGNMENTS AND DUTIES

City Debris Manager

The City Debris Manager (DM) is responsible for daily operational control of the disaster debris management staff. The DM will receive current information on the severity of the disaster from the EOC and damage assessment reports. All requests for debris removal or disposal from the EOC staff will go through the DM. All requests for debris clearing of public facilities and roadways from citizens or other entities will be directed to the DM.

The DM will determine the extent of damage and resulting debris and issue appropriate directives to the appropriate ESF 3 team members, who will, in turn, execute their Team's debris missions as defined in this plan and City Standard Operating Procedures.

- The DM will coordinate with the Debris Management Team's operational staff regarding debris operations force account activities.
- The DM will coordinate with the Debris Management Contractor's Operations Administrator (OA) regarding debris operations contracted activities.

The DM or his designee will hold daily (or as needed) status meetings with appropriate ESF3 team members and the OA to discuss right-of-way, right-of-entry (if applicable) and DMS operations. Attendees may include Debris Contractor, FEMA, other agencies and department personnel as deemed appropriate by the DM. Communications protocols and procedures for ESF3, DM, OM and others will be consistent with the City Comprehensive Emergency Management Plan.

Debris Management Contractor

The Debris Management Contractor's Operations Administrator (OA) will provide advisement to the DM, and the Incident Command Staff with respect to all aspects of debris management following an event. The OA will provide the DM with a daily brief which will include an overview of daily activities and a projection for activities 3-5 days in the future, including the overall picture for the project from the contractor's perspective. The OA will keep the DM notified of the Debris Contractor cleanup progress and problems encountered or expected.

The OA will supervise the activities of the contracted debris management team when activated. See Attachment 1 "Disaster Debris Program Management – Standard Operating Procedures" for contracted debris management responsibilities and operating procedures.

Health & Safety (H&S)

Per the Comprehensive Emergency Management Plan, the City of Port Orange has a Safety Officer during emergency activations in the EOC. ESF 3 will have a designated Safety Officer for the project to be provided by ESF 3 Incident Command Staff that will report to the city-wide

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Safety Officer. The city-wide safety officer will be kept appraised of all developments throughout the project.

Public Information Officer

The EOC Public Information Officer (PIO) will serve as the DM's liaison to Volusia County's EOC PIO. The PIO will develop a proactive information management plan. Emphasis will be placed on public participation in a safe and efficient cleanup process. Paper flyers, newspapers, radio and TV public service announcements and social media may be used to obtain the public's cooperation in disaster debris removal and disposal operations (e.g., separating burnable and non-burnable storm debris; segregating household hazardous waste; placing disaster debris at the curbside; keeping debris piles away from fire hydrants, valves and utility services; and segregating recyclable materials). Pickup schedules will be disseminated in the local news media and through the EOC Call Center. All available means of public notification should be considered.

The Public Information Officer will be provided with up-to-date information so that they may keep the public informed of developments with the project. The Public Information Officer will give daily details to residents with information regarding the pick-up schedule for 24-72 hours ahead of time. This will be done each day through the City website and social media pages. The residents should be provided with the expectation that the pick-up of debris may change throughout the day depending on circumstances that day with debris. It is important that flexibility is conveyed in the messaging campaign.

Citizen Debris Drop-Off Sites

The City may designate areas as residential vegetative storm debris drop-off sites (See Port Orange Standard Operating Procedures for Citizen Drop-Off Sites at Attachment 2). To preserve the reimbursement process, the City will only utilize contracted staff to monitor debris removal services. If the Debris Collection Project Manager deems it necessary and beneficial to have city staff serve as monitors of citizen drop-off sites, this may be done.

Port Orange will intend to establish Citizen Drop-Off Sites at each DMS and will have at least one. Ideally, each debris management site will be dual-purposed with contractor and citizen drop-offs.

To ensure that only vegetative storm debris is disposed of at the sites, one or two Quality Assurance (QA) monitors, depending on drop-off volume, will be stationed at the drop off sites to document incoming vehicle license plate numbers and, time permitting, the name of the person disposing of debris. The Debris Contractor(s) are subsequently responsible for hauling the debris from the drop-off sites to a DMS location or final disposal location.

DMS Operations and Environmental Compliance

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The Debris Removal Contractor will provide environmental support related to the monitoring of the DMS locations. This work may include baseline visual site evaluation, baseline soil sampling and analysis, ongoing monitoring of DMS activities, site closure soil sampling and analysis, and preparation of a site closure report for each DMS. A description of DMS operations is provided in Attachment 1.

Solid Waste Operations
Depending upon the severity of the event, different areas of the City may be affected less severely. Less severe events will be call for standard solid waste contracts for debris clean-up.

GIS Mapping
Debris clearance and removal progress will be tracked and plotted utilizing GIS mapping software. Debris Contractor GIS Personnel will assist City GIS personnel to monitor contractor movement throughout the City to facilitate reporting to ESF3 staff, EOC staff, elected officials, outside agencies and the media so that all interested parties can form realistic expectations of when and where debris will be removed.

Technology employed by the debris contractor should be compatible with technology employed by the City's GIS team to facilitate the transference and accuracy of information.

State of Florida Division of Emergency Management (FDEM)
Pursuant to standard procedures, State disaster management staff will work directly with FEMA and the ESF3 Incident Command Staff to coordinate policy and guidance necessary to accomplish the recovery efforts per Federal regulations. The City will maintain contact with the State disaster field office before, during and after a declared disaster,

Federal Assistance
Pursuant to standard procedures, Federal disaster management staff will work directly with the state and ESF3 Incident Command Staff to coordinate policy and guidance necessary to accomplish the recovery efforts per Federal regulations. The City will maintain contact with FEMA's disaster field office before, during and after a declared disaster.

Incident Command Staff will actively participate in FEMA guidance and documentation revisions impacting all emergency and debris removal efforts. The City will work in conjunction with the Florida Association of Counties and the League of Cities to ensure a public process is conducted.

The DM will identify the State Debris Specialist that is assigned to the City to assist in the coordination and guidance of the debris recovery efforts. The DM will also enlist the assistance of the Mayor's or Governor's office as the situation warrants.

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Port Orange Fire and Rescue

- Assure mulch piles at DMS locations do not present as a spontaneous combustion threat.
- Issue bans on open burning based upon assessment of local conditions and ensure dissemination of information to the public.
- Primary Contact: Division Chief of Operations

Port Orange Police Department

- Assist in monitoring DMS sites to ensure compliance with local traffic regulations.
- Coordinate traffic control at all loading sites and at entrances to and from DMS locations.
- Primary Contact: Assistant Chief

Administration

All City departments will maintain records of personnel, equipment, load tickets, and material resources used to comply with this Plan. Such documentation will then be used to support reimbursement from any State or Federal assistance that may be requested or required.

All City departments supporting debris operations will ensure 12-hour staffing capability during implementation of this Plan, if the emergency or disaster requires, or as directed by the City Debris Manager. This staffing operation should include an A/B scheduled that is posted to staff and disseminated to the EOC.

As a preventive measure, the Fleet Services Division should ensure adequate supplies of tires and tire repair kits are readily available due to the likelihood of debris caused flat tires.

The City Emergency Management Coordinator and City Debris Manager are responsible for the annual review of this Plan in conjunction with the annual update to the CEMP. It will be the responsibility of each tasked department and agency to update its respective portion of the Plan and ensure any limitations and shortfalls are identified and documented, and workaround procedures developed, if necessary.

The review will consider such items as:

- Changes in mission;
- Changes in concept of operations;
- Changes in organization;
- Changes in responsibility;
- Changes in desired contracts;
- Changes in pre-positioned contracts; and
- Changes in priorities.

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This Plan also may be updated as necessary to ensure a coordinated response with other municipalities and adjacent Cities. This coordination is especially important with respect to allocation of resources such as DMS locations and final disposal facilities.

Financial Considerations

The Director of Public Works and the Director of Finance maintain functionality of the City's work assignment and financial management system. The work assignment and tracking system will be utilized to record, organize, summarize and present all contracted and force account expenses to FEMA, Mutual Aid partners, and other agencies, in a clear and concise manner to facilitate the creation of Project Worksheets, or other required forms for reimbursement. In all cases, the associated backup documentation will be kept and made available for expense validation and eventual audit by the applicable agencies. The Finance Director will keep copies of the backup documentation gathered from all departments and agencies involved in debris removal, reduction and disposal operations.

The Director of Public Works, assisted by the Director of Finance, will be the lead team for any validation or audits by outside agencies assisted by City Emergency Management Coordinator and others as required.

Contracting and Procurement

All contracting and procurement actions pertaining to debris operations will be coordinated with the City Purchasing Department.

Legal

All legal issues pertaining to debris operations will be coordinated with the City Attorney's Office. The City Attorney's Office will provide comprehensive representation and legal advice to City officials and the various City departments.

The City Attorney's Office is in City Hall, located at 1000 City Center Circle.

Operations

The Public Works Operations Administrator will be responsible for coordinating disaster debris operations with respect to the emergency clearance and permanent removal and disposal of debris deposited along or immediately adjacent to City maintained rights-of-way throughout the City in consultation with other City departments and State and Federal agencies. This approach will ensure a seamless and efficient cleanup operation.

A City Debris Management Center (DMOC) will operate as a unified organization under direct control of the City Debris Manager. All debris clearing, removal, and disposal operations within the City will be directed and coordinated by a joint DMOC staff.

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Emergency Communications Plan

See the Crisis Communication Annex of City Comprehensive Emergency Management Plan (CEMP)

Training Schedule

The City should conduct debris management training and safety workshops annually. Department-specific workshops will be coordinated with the debris consultants as per contract and generalized emergency management workshops will be coordinated through the Port Orange Emergency Management Office.

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SECTION IV – SITUATION AND ASSUMPTIONS

DESIGN DISASTER EVENT ASSUMPTIONS

1. Assumptions Regarding Responsibility & Performance of Franchise Haulers

- Volusia County Board of County Commissioners declare emergency.
- Based on the severity of the emergency the City Emergency Management Coordinator will define expectations regarding service level.
- Emergency Management Coordinator's expectations may vary from no change in service delivery to total suspension of service delivery or a variation thereof.
- Because the emergency's impact may be felt inconsistently throughout the City, the Emergency Management Coordinator's response will be as needed and may or may not involve the City's Franchise Hauler.
- Requests for reimbursement for additional expenses must comply with City instructions as defined at the time.
- Franchise Hauler rates for additional hours, staffing and equipment will be agreed upon prior to the declared event.
- Franchise Haulers will not be required to collect hazardous material.

2. Scenario I, Unlikely a Federal/State Emergency will be Declared

- Relatively minor emergency which does not necessitate the activation of the City's debris contractor.
- The Emergency Management Coordinator has the authority to approve the deployment resources as needed and may do so in any portion of the City as required.
- Franchise Haulers will maintain routes as defined by the Solid Waste Coordinator and/or Debris Manager and will provide additional resources (staffing and equipment) to increase collection capability as needed.

3. Scenario II, Likely a Federal/State Emergency will be Declared

- Emergency which necessitates the activation of the City's debris management contractor.
- Franchise Haulers will maintain routes as defined by the contract and will provide additional resources (staffing and equipment) to increase collection capability as needed.
- Franchise Haulers will be responsible for the collection of all containerized debris. The City's debris contractor, and their designees, will be responsible for all loose vegetative debris.
- Franchise Haulers will alter or adjust their collection schedules, as required by the City, to better coordinate with the collection activities of the City's debris contractor.

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4. Scenario, III, A Federal/State Emergency will be Declared

- Emergency which necessitates the activation of the City's debris management contractor and the (temporary) suspension of all Franchise Hauler residential collection activities.
- Upon direction of the Debris Manager, the Franchise Hauler will assign and devote all available resources to the City in support of its debris management efforts and will be compensated appropriately

Franchise Solid Waste Contractor

After a disaster strikes one of the City's primary solid waste management goals is to get municipal solid waste collection services back to normal as soon as possible. The city's Franchise hauler will be utilized for municipal solid waste removal, and the debris hauler, will handle all event debris.

City Staff Role

Port Orange employees take part in the debris removal process in multiple ways. Public Works crew members and Parks and Recreation staff are utilized during Phase III.

During Phase IV, Public Works vehicles will become certified by the debris contractor to clear debris from the public ROW and will be assigned a monitor for the duration of the operation. The DM and OM will have the ability to utilize them in needed areas and incorporate them into the debris operation.

Forecasted Debris

Emergency situations requiring debris removal may occur at any time. Natural disasters such as tornadoes, flooding, aircraft crashes, thunderstorms, explosions and structure fires, precipitate a variety of debris that may include, such materials as trees and other vegetative organic matter, construction materials, appliances, personal property, mud, and sediment.

Man-made disasters such as terrorist attacks may result in many casualties and heavy damage to buildings and basic infrastructure. Crime scene constraints may hinder normal debris operations and contaminated debris may require special handling. These factors will necessitate close coordination with local, State and Federal law enforcement, health, and environmental officials.

This Plan takes an all-hazards approach to identifying and responding to the following hazards that may pose a threat to the City:

- Natural Hazards – severe weather, hurricanes, tornadoes, and flooding;
- Human-caused Events and Hazards – urban fires, special events, civil disorder, or transportation accidents; and
- Terrorist Incidents – bomb threats or attacks, sabotage, hijacking, armed insurrection, or Weapons of Mass Destruction (WMD) incidents.

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The quantity and type of debris generated, its location, and the size of the area over which it is dispersed will have a direct impact on the type of removal and disposal methods utilized; the associated costs; and the speed with which the problem can be addressed. Further, the quantity and type of debris generated from any disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.

This plan is based on the City being impacted by hurricane force winds. The U.S. Army Corps of Engineers (USACE) Debris Estimating Model is utilized in estimating the impact. The formula for determining the amount of debris is as follows: Q=H(C)(V)(B) where Q represents the quantity of debris generated, H represents the average number households, C (a standard) represents storm category in cubic yards generated per household, V represents the vegetative characteristic multiplier, B represents the commercial/business/industrial use multiplier and S represents the storm precipitation character.

It is assumed there is an average of 3 persons per household, the vegetation factor is 1.5, commercial density is 1.2, and the precipitation factor is 1.3. Thus, a hurricane using these standards could generate between 91,638 and 3,665,501 cubic yards of debris. This will result in the City needing between 6 and 229 acres for temporary storage and reduction of debris. See Attachment 7 for the USACE model.

The City will identify several permitted and potential debris management site locations, the layout of each DMS will be available as an attachment to the plan when they are finalized.

The fact that this Plan is based on a size and type of event in no way diminishes the value of the Plan for use in response to other types and categories of events. This Plan establishes a general framework that can, with minor modifications, be used in any debris generating event.

This Plan addresses the clearing, removal, and disposal of debris generated by the above hazards based on the following assumptions:

- A major natural or man-made disaster that requires the removal of debris from public and/or private lands and waters could occur at any time;
- The amount of debris resulting from a major natural disaster will exceed the City's in-house removal and disposal capabilities;
- The City will contract for additional resources to assist in the debris removal, reduction, and disposal processes;

- Volusia County will request the State to issue an Emergency Executive Order upon reasonable apprehension of the existence of a public emergency as a prerequisite to requesting emergency or major disaster assistance under the Robert T. Stafford Disaster

Relief and Emergency Assistance Act (as amended) to request a Presidential Disaster Declaration; and

- Federal assistance will be requested through the State to supplement City debris capabilities in coordination with the City and Volusia County EOC staff.

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SECTION V – DEBRIS COLLECTION PLAN

Concept of Operations

Debris management and removal operations consist of a variety of tasks related to assessment, right-of-entry, debris collection, transport, and processing, and disposal of debris resulting from a hurricane or other type of disaster. Although there are similarities between events, each event provides its own set of extraordinary challenges. The debris removal and management operations are typically provided utilizing a variety of means, including debris contractors, quality assurance support contractors, City personnel and other personnel on assignment from other departments. The operations are performed under the direction of emergency management in accordance with Federal, State and local laws and guidelines. See Attachment 1 for Debris Management Standard Operating Procedures.

Debris can be classified into many subcategories. Some common categories include:

- Construction and Demolition Debris
- Clean Vegetative Storm Debris
- Mixed Debris
- Automobiles
- Boats
- Appliances
- Stumps
- Leaning Trees and Hanging Limbs
- Residential Hazardous Waste
- Commercial/Industrial Hazardous Waste

Disaster Debris Management Phases

General

A typical debris removal operation begins with the clearance of debris from critical transportation routes to facilitate the travel of emergency support vehicles to and from critical facilities.

The debris removal operation continues with a series of "passes" in which the debris is collected from the rights-of-way and hauled to debris management and/or disposal sites under the oversight of Quality Assurance (QA) debris monitors. Prior to a truck or trailer hauling storm debris, a truck certification form is completed and a placard issued that depicts the vehicle capacity and other important information.

For every load of debris collected and dumped at the debris management sites, a debris load ticket (multi-part copies) is issued by a QA monitor that captures the vehicle placard identification number and other salient information (e.g., date, location, type material,

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contractor/subcontractor, quantity, etc.) After the first pass has been completed, the second pass is initiated, followed by subsequent passes as may be required. Additional, subtasks include the removal of leaning trees and hanging limbs, and the removal of tree stumps.

Private property debris removal (PPDR) and demolition (demo) is more complicated, but consists of obtaining a right-of-entry/hold-harmless agreement that indemnifies the City and the federal government for damages caused by the debris removal and/or demolition operations. for the purposes of debris removal. PPDR and demo may involve, but not be limited to, obtaining and determining utility locations, demolition of condemned structures, removal of debris, removal of hazardous leaning trees and hanging limbs, and removal of hazardous tree stumps.

The City of Port Orange seeks completion of right-of-entry/hold-harmless agreements from private neighborhoods. This is done annually in May and will be completed by Public Works with Emergency Management support.

ORDINANCE NO. 2017-___ pertains to the removal of debris from private property by city officials whenever the health, safety, and recovery is dependent on that activity.

A key component of debris management operations is record keeping/data management. Listed below are several elements of record keeping and data management along with the purpose of each:

- Time sheets, work orders, or service requests – to document labor, equipment, and materials expended by internal forces assigned to the debris removal effort.
- Truck Certifications and Placards – to document capacity of hauling vehicle, contractor, and subcontractor information.
- Debris Load Tickets – to document date, time, location, type and quantity of debris, contractor/subcontractor and driver.
- Right-of-Entry Forms – to document each property and the actions taken.
- Other types of debris tickets and forms (e.g., leaners and hangers, stumps, boats, etc.)-to document number, location, and type of debris item.
- Database - to document all relevant information obtained from tickets and forms

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Phases 1 through 5

Disaster Preparedness, Response and Recovery Operations can be separated into five (5) phases. These phases include:

- Phase 1: Mitigation
- Phase 2: Preparedness
- Phase 3: Response
- Phase 4: Recovery
- Phase 5: Reimbursement

Phase 1: Mitigation – Meetings and Continuing Education

- City Emergency Management Coordinator, Debris Collection Project Manager, and others should attend emergency management and disaster debris management conferences and continuing education venues such as the National Hurricane Conference (NCH), the Governor's Hurricane Conference (GHC), the National Emergency Management Association (NEMA), the American Public Works Association (APWA), etc. and share information with all players in the debris management plan.
- Schedule and attend meetings with FEMA and State representatives to maintain open lines of communication.
- Schedule and attend meetings with local agencies (e.g., police, fire chief(s), utilities, etc.)
- Designate staff to attend FEMA and State workshops and/or participate in other salient educational opportunities.
- Annual preparedness training for ESF3 led by removal and monitoring contractor(s).
- Assign all ESF3 functions to City staff and others.

Phase II: Preparedness – Pre-event Planning and Exercise Training

- Review and update Disaster Debris Management Plan.
- Develop disaster debris quantity and damage scenarios based upon storm path and category utilizing forecasting models.
- Prepare, review, and update GIS layers for critical facilities, key routes, Federal highways, Federal aid roads, State roads, and private roads.
- Coordinate and communicate expectations.
- Conduct annual review meeting with Debris Contractor(s).
- Attend and participate in exercise training at EOC.
- Conduct annual internal debris management exercise and training.
- Request right of entry/hold harmless forms in advance of each hurricane season

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Phase III - Disaster Debris Emergency Clearance Operations

The Public Works Department is the lead agency responsible for coordinating disaster debris assessment for all City public structures, equipment, and debris clearance immediately following a large-scale disaster to prioritize the impacted areas and resource needs. Disaster debris emergency clearance from City roadways and City public property may be accomplished using City crews (i.e. Force Account) and equipment, mutual aid providers, and/or private contractor resources.

The City will activate its pre-positioned Debris Contractor for emergency road clearance of disaster debris and may utilize time and materials, and/or unit prices pursuant to the agreement(s) between the City and Debris Contractor. The City may also utilize available City forces to accomplish this task.

Emergency Debris Operation's primary mission is to clear debris from at least one lane on all critical transportation routes to expedite the movement of emergency service vehicles such as fire, police and medical responders, consistent with the prioritized roads list.

Debris Assessment Teams (DAT), consisting of representatives from the Public Works including the Debris Collection Project Manager, the Debris Monitoring Contractor, and the Debris Collection Contractor, will conduct drive-by surveys to identify types of debris, estimate quantities of debris on the roadways, and estimate the quantity of storm debris that may be brought to the ROW by residents. Computer modeling and aerial reconnaissance may also be used to estimate storm debris types and quantities anticipated within the affected areas.

Priority for debris clearance will be based upon the following criteria:

1. Extrication of trapped people
2. Major flood drainage arteries
3. Egress for fire and police
4. Ingress to hospitals, special care units, and detention facilities
5. Major traffic routes and other critical arterials
6. Communication
7. Egress for fleet, traffic, road and bridge, and designated remote locations
8. Supply Distribution Points and mutual aid assembly areas
9. Government facilities
10. Public safety communications towers and facilities
11. Shelters
12. Secondary roads to neighbor collection points
13. Access for utility restoration
14. Neighborhood streets

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15. Private property adversely affecting public welfare.

Critical roads have been identified and prioritized for removal of debris after a disaster strikes (See Attachment 4).

During the debris clearance and removal process, Public Works will be responsible to work with Florida Power and Light to ensure that power lines do not pose a hazard to emergency work crews and to coordinate the response effort with utility companies as appropriate.

The Debris Collection Project Manager and the Emergency Management Coordinator will work with agencies to assist with safe and expedient clearance of affected road arteries.

Phase IV - Disaster Debris Recovery Operations

Based on debris estimates provided by damage assessment teams and forecasting technology, the DM & OM will prioritize debris recovery operations utilizing the following methodology:

- Establish debris zones
- Prioritize streets/neighborhoods
- Develop routes for debris recovery and removal teams
- Debris Collection Project Manager to approve clearance prior to debris recovery teams moving on to next assigned area

The general concept of disaster debris removal operations includes multiple scheduled passes of each affected site, location, or right-of-way conducted by a Debris Contractor pursuant to their contract with the City. This manner of scheduling debris removal allows residents to return to their properties and bring storm debris to the ROW as recovery progresses.

The Disaster Debris Program Management Standard Operating Procedures for Phase IV disaster debris recovery operations is provided in Attachment 1. Debris Contractor operations will require QA monitor field personnel for the debris load site, DMS and final disposition locations to oversee Debris Collection Contractor operations.

Under the overall supervision of the DM, the OA will coordinate with QA Supervisors, Operations Supervisors, Debris Contractor Supervisor(s) and others for debris removal and disposal operations for all incorporated portions of the City.

Debris contractors will collect and haul debris from their assigned ROW location to a designated DMS locations or final disposal sites, as appropriate for the type of debris collected.

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The Parks and Recreation Department will provide support to Emergency Management with specialized equipment and operators as required. Certain designated City parks may serve as temporary residential drop-off sites for clean vegetative storm debris only. Mixed debris will be hauled to designated C&D sites, designated private landfill sites, or DMS locations. Clean woody debris will be hauled to the nearest designated vegetative DMS for processing.

Debris contractors will be required to obtain a certified scale ticket and/or debris load ticket for each load of debris for payment. The scale tickets/debris load tickets will be the final documentation for invoice payments

The City franchise solid waste contractor will pick up municipal garbage according to current procedures, routes, and collection schedules.

The City franchise solid waste contractor collects residential household hazardous waste (HHW) on the first Saturday of each month. Dependent upon the amount of HHW generated, the transfer station may adjust operations to allow collection and delivery of HHW on a more frequent basis. The franchise hauler subsequently disposes of HHW under its contract with the City.

The Debris Contractor will be encouraged residents to separate HHW at the curb and pick it up as a separate debris stream.

The Debris Contractor(s) and Debris Collection Project Manager will coordinate the collection of eligible commercial or industrial hazardous waste from the disaster.

Utility crews; e.g., Florida Power and Light, will handle all utility related debris such as power transformers, utility poles, cable, and other utility company material.

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Phase V – Financial and Reimbursement Considerations

The DM and OM will assure that current Federal and State regulations are accessible, including but not limited to, CFR 44, FEMA 321, 322, 323, 325, and 329 publications, current and applicable FEMA Disaster Specific Guidance (DSG) memorandums, etc.

Responsibilities for financial and reimbursement activities are summarized below:

- City EOC – Provides official notification of disaster declaration and EOC activation making related eligible costs reimbursable.
- Finance – Establish budgetary codes and accounting infrastructure to pay for disaster related expenditures and accept reimbursements from external agencies.
- Debris Collection Project Manager – Provide accurate accounting of expenses for force account debris removal operations and ensure the OA is providing an accurate accounting of expenses for all contracted debris removal operations.
- Debris Management Contractor – Track and provide data generated by the debris removal operation. Provide Debris Contractor invoice reconciliation and submits payment recommendations to the City. Develop appeals to Project Worksheets as appropriate.
- State – Facilitate document and reimbursement flow between City and Federal agencies.
- FEMA – Project Worksheet development (large projects), eligibility determinations, reimbursement.

Reimbursement Procedures for Filing / Managing Project Worksheets (PWs) and Appeals

FEMA's methodology for reimbursing public assistance applicants (e.g. the City) involves writing several Project Worksheets to summarize all labor, equipment, materials and contracted costs associated with the preparation, response and recovery for a given federally declared disaster. FEMA officials assigned to work with the City will initiate the Project Worksheets upon receipt of all applicable documentation that validates the eligible costs associated with the debris removal effort.

The Project Worksheets are sub-divided into categories and groupings determined by FEMA guidelines, policy and the discretion of the assigned agents. Applicants may be allowed to write their own Project Worksheets for expenses considered small projects (those under that do not meet the large project threshold).

Documentation can include timesheets, work orders, service requests, truck certifications, invoices, contracts, pictures, maps, computer spreadsheets, load tickets, or any other documentation considered relevant to the validation of claimed expenses.

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Once the required documentation is submitted to FEMA representatives, the Project Worksheets are written and the applicants are given an opportunity to review and discuss any discrepancies or differences between the expected amounts and those declared eligible by FEMA. Project Worksheets that are agreed upon are processed through the FEMA Joint Field Offices and eventually reimbursed to the applicants. For those situations where the applicant disputes the FEMA determinations, the applicant is given the opportunity to appeal via FEMA Guidance Document 322 as described below

> ***From Guidance Document FEMA 322 - The FEMA appeals process is an opportunity for Applicants to request reconsideration of decisions regarding the provision of assistance. There are two levels of appeal. The first level appeal is to the Regional Director. The second level appeal is to the Assistant Director at FEMA Headquarters.***

Typical appeals involve the following:

- An entity is not an eligible Applicant
- A facility, an item of work or a project is not eligible for disaster assistance
- Approved costs are less than the Applicant believes is necessary to complete the work
- A requested time extension was not granted
- A portion of the cost claimed for the work is not eligible
- The Applicant disagrees with the approved Scope of Work on the Project Worksheet
- The Applicant must file an appeal with the Grantee within 60 days of receipt of notice of the action or decision being appealed.

<u>Debris Contractor Invoice / Payment Process and Procedures</u>

The Debris Contractor(s) will submit its invoice(s) for services in either Time & Materials and/or unit price format pursuant to its contract with the City. Invoices will be submitted in thirty (30) day intervals to the Finance Department of the City of Port Orange.

The OA will review and reconcile the Debris Contractor invoice(s) and issue a payment recommendation to the City within forty-five (45) business days of the OA's receipt of a valid invoice including an audit completion by the Debris Monitoring Contractor. This will consist of the OA's recommendation for payment, the Debris Contractor invoice (in a format per ESF3 Finance & Admin direction), and associated load tickets or other backup documentation.

The payment recommendations are reviewed by the DM and the Public Works Director. City fiscal staff, under the direction of the Finance and Admin Chief, review and validate the invoice and issue a check request to Finance for payment to the Debris Contractor.

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This process shall be completed within 45 days per Florida Statutes governing prompt payment.

Debris Contractor Operations

The DM or her/his authorized representative will be in contact with the firm(s) holding pre-event debris contracts and advise them of impending conditions. The pre-event contract is to provide for a qualified Debris Contractor(s) to remove and lawfully dispose of all disaster generated debris, excepting municipal solid waste and industrial or commercial hazardous waste – depending upon FEMA eligibility of such wastes. Debris removal is limited to incorporated City streets, roads, and other rights-of-way based on the extent of the disaster and includes all debris brought to the edge of the right-of-way by residents. In addition, the City has passed an ordinance related to debris removal from private roads under specific conditions. A copy of the ordinance is at Attachment 5.

The Debris Contractor, upon Notice to Proceed, will mobilize such personnel and equipment necessary to conduct all debris ROW removal and disposal operations pursuant to their debris contract. All Debris Contractor operations will be subject to review by the DM and OM.

The Debris Contractor will make multiple scheduled passes of each site, location, or area affected by the disaster. This manner of debris removal will allow residents to return to their properties and bring all debris to the edge of the ROW adjacent to their property. The number and schedule of passes shall be as directed by the DM. Sufficient time will be scheduled between subsequent passes to accommodate reasonable recovery by residents in the affected areas. Schedules will be provided to the PIO for publication and notification by the news media and other means.

The Debris Contractor will operate all DMS made available by the City. The Debris Contractor will be responsible for all site setup (including monitoring towers, sanitation facilities, office trailer, etc.), site operations, rodent control, and closeout and remediation costs. The Debris Contractor is also responsible for the lawful disposal of all debris reduction by-products their operations may generate at a DMS.

The OA will assist the DM by monitoring the Debris Contractor's performance during debris removal operations. The OA will provide Field Inspection Teams consisting of Debris Management Consultant and potentially other agency personnel. The Field Inspection Teams will monitor all Debris Contractor operations.

The Debris Contractor will keep the OA informed of cleanup progress and any problems encountered or expected.

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All HHW should be segregated at curbside for collection by the City's debris hauler. Therefore, the Debris Contractor must be prepared to place any HHW in a separate enclosed and lined area for temporary storage. The Debris Contractor will report any accumulation of HHW at the DMS to the OA staff.

The Debris Contractor will restore the DMS to its original condition so that it does not impair future land uses. All sites are to be restored to the satisfaction of the DM.

Monitoring Staff and Assignments

Loading Site, Debris Management Site and Disposal Site Quality Assurance Monitors

Loading Site, DMS and Disposal Site Quality Assurance Monitors (QAs) will be provided by the Debris Monitoring Contractor. The Loading Site QAs will be assigned to each Debris Contractor loading site. The Loading Site QA will initiate the paper load ticket (see Attachment 6), which verifies the debris collected is eligible under the terms of the debris contract. QAs will be stationed at all DMS locations and final disposal sites for verifying the quantity of material being hauled, temporarily stored for processing and disposed by the Debris Contractor using debris load tickets.

The Debris Contractor shall construct and maintain an inspection tower at each DMS location and final disposal site. The inspection tower will be large enough for three (3) people and have portable sanitary facilities located nearby. The Debris Contractor will construct the inspection towers to have a complete view of the load bed of each type of equipment utilized to haul debris.

A Site QA will be located at each inspection station to verify the load and estimate the volume in cubic yards. The Site QA will estimate the cubic yards of debris in each vehicle entering the DMS location or landfill disposal site and record the estimated quantity on pre-numbered debris load tickets. The Debris Contractor will invoice based on the number of cubic yards of material deposited at the DMS or final disposal site as recorded on the debris load tickets.

The Debris Contractor will be paid based on the number of cubic yards of eligible debris hauled per truckload. Payment for hauling debris will only be approved based upon the debris load tickets corresponding to the Debris Contractor's invoice.

Field Supervisors

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A Field Supervisor will be assigned to oversee no more than seven (7) QAs in the field of operations. The Field Supervisors will be responsible for reviewing all Debris Contractor debris removal and disposal operations. They will periodically inspect DMS and final disposal site operations.

Debris collection passes shall be reviewed by the Field Supervisors to assure area cleanup. Ideally, first pass will be completed for most the areas in the City before second pass is initiated, third pass, etc.

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SECTION VI – DEBRIS MANAGEMENT SITES

Site Management

The City recognizes the economic benefits of debris volume reduction and will realize this benefit using local debris management sites for processing clean woody debris. The City will designate vegetative DMS locations for the sole purpose of temporarily staging and reducing clean woody debris through either grinding or burning. All mixed debris will be hauled directly to a permitted landfill.

Private debris contractors will operate each DMS made operational by the City following the event. The contractor will be responsible for all site setup, site operations, security, rodent control, closeout, and remediation costs at each site. The contractor will also be responsible for the lawful disposal of all by-products of debris reduction that may be generated.

The contractor will restore the DMS as close to the original condition as is practical so that it does not impair future land uses. All sites are to be restored to the satisfaction of the City Debris Manager with the intent of maintaining the utility of each site.

It is important to note that all material deposited at DMSs will eventually be taken to a properly permitted landfill for final disposal. Under certain circumstances, the Debris Collection Project Manager may direct contractors to bypass DMSs and approve the hauling of debris directly to a properly permitted landfill for disposal.

While residents will be encouraged to segregate household hazardous waste (HHW) at curbside, small amounts of HHW may be mixed in with material deposited at the DMSs. Therefore, the DMS contractor must be prepared to place any HHW in a separate enclosed and lined area for temporary storage, and must report any accumulation of HHW at the DMS site to the Debris Manager.

Site Manager: To expedite the implementation of DMS operations, the Contractor must provide personnel on-site prior to a projected disaster event to carry out any activities necessary to assure that the DMS will be ready when needed. Actual preparation of the DMS must begin within 24 hours of receipt of the Notice-to Proceed and the sites must be **fully operational not more than 72 hours thereafter.**

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Monitoring Staff and Assignments: DMS Monitors will be provided through consultant support and will be located at DMS and final disposition locations as identified by the DM during the recovery process. The DMS Monitor's primary function is to ensure that debris load quantities are being properly estimated and recorded on pre-printed load tickets.

Safety Personnel: The contractor will be responsible for developing a DMS site safety plan and staff to enforce all safety requirements.

DMS Establishment and Operations Planning

Permits: The City will select DMSs, which are generally free of significant environmental constraints. Additionally, it will coordinate the DMS selection with the Florida Department of Environmental Protection (DEP) and Florida Department of State – Division of Historical Resources (DHS) on issues concerning air, water and solid and hazardous waste. The City will secure any necessary permits for the operation of the DMSs. The City will handle all contact with DEP, DHS or other State and Federal agencies. The Contractor will refer any contact by these agencies to the City Debris Manager.

Nonetheless, the Contractor must be aware of, and abide by, the conditions of any permits under which he/she must operate. The Contractor is responsible for knowing the applicability and requirements of all applicable environmental laws and regulations that could pertain to the operation of DMSs.

Contractor shall be liable for any loss of, or damage to, City property caused by negligence, recklessness, or intended wrongful misconduct of Contractor, his/its agents, servants and employees and shall indemnify and save the City harmless against all actions, proceedings, claims, demands, costs, damages, and expenses, including attorney's fees, by reason of any suit or action brought for any actual or alleged injury to or death of any person or damage to property other than City property, resulting from the performance of the Contract by Contractor, his/its agents, servants and employees. Contractor shall submit written report to the Finance director within 24 hours following the occurrence of such damage, loss or injury.

DMS Locations: DMSs will be made operational per the City based on the volume of storm debris and the magnitude of the event. See Attachment 3 for a list of DMS locations that may be utilized

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Site Preparation and Baseline Data: Unless specifically directed otherwise by the City, site setup must commence as soon as possible after the disaster event has subsided, but no later than 24 hours from the time that the Notice to-Proceed is issued by the City. All DMSs must be fully operational with 72 hours of the Notice-to-Proceed.

The Contractor must prepare each site for operation by installing the following features:

- perimeter fencing
- construction entrances including gates
- built-up aggregate access roads
- drainage and storm water retention features (where applicable)
- erosion and sediment control fencing
- construction of inspection tower(s)
- operations trailer
- all other site improvements necessary for the safe, efficient, economical and environmentally acceptable operation of the sites.

The Contractor must construct berms or provide suitable secondary containment around all non-truck mounted fuel storage tanks, hazardous wastes to prevent runoff of these materials into adjacent ditches and surface waters.

Soil and groundwater samples must be tested at each DMS in areas designated for storm water retention, vehicle maintenance, fuel dispensing operations and any areas where hazardous substances and petroleum products are or might be generated, stored or used. Samples must be tested for Total Petroleum Hydrocarbons (TPH) and Resource Conservation and Recovery Act (RCRA) metals. The Contractor must secure independent laboratory analytical tests for the referenced substances tested and provide the results to the City prior to the commencement of operations at the DMS.

NOTE: Recommend that ASTM E-1527 – 05 Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process be consulted to determine extend of testing required to establish a DMS baseline.

Within the limits of or adjacent to the DMS there may existing underground electric, telephone and television cables and conduits, gas, water and sewer utility lines which cannot be located from existing data. It is responsibility of the Contractor to determine their exact location and to carry out his/her work carefully and skillfully so as to avoid damage to them. The City may elect to provide this information to Contractor in advance. In any case, Contractor shall ensure the locations of such utility installations are adequately marked.

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All temporary utilities including sewage disposal and potable water must be provided by the Contractor. The contractor must provide signs at each of DMS in accordance with City specifications and contain the following information:

Contractor's superintendent's name, address and 24-hour telephone number

- Name of the DMS location
- Name, address and telephone number of the City representative to contact in case of an emergency

The Contractor must develop and provide to the City the following materials prior to start-up:

- Site layout plan
- Proposed operating procedures
- Site/operations safety plan

When all DMS preparations are completed, the Contractor must notify the City Debris Manager who will inspect the site and approve the site for commencement of DMS operations.

Volume Reduction Methods

It is anticipated that the City will mulch all vegetative storm debris. The debris contractors will process the vegetative debris using tub grinders at each DMS. Reduction operations will start as early as practical following the DMS receiving vegetative storm debris.

The contractor will operate each DMS in an effective and efficient manner for such time as the City Debris Manager deems necessary. DMS may operate on a 12-hour, 7-day shift unless otherwise directed by the City to prevent undue impact on nearby residents. The contractor must operate such equipment as is necessary to efficiently reduce by mechanical means or incineration all materials deposited at the DMS. The Contractor must segregate all debris in accordance with the method of processing and potential for recycling and its ultimate disposal. The Contractor must separate and contain all hazardous wastes for pick up and disposal by the City's hazardous waste contractor. Combustible garbage shall be separated and contained for pick-up by the City's designated franchise hauler.

The Contractor must staff the DMS with sufficient personnel to ensure the waste stream segregation and processing operation does not reduce the capacity to remove debris from City streets in a timely manner. The operation of each site must conform to these specifications and any permits issued for the DMS. The Contractor is responsible for all site and worker safety issues.

The Debris Tower monitor must make every effort to control the nature of the material allowed into the DMS, with the objective being to have only clean woody debris brought

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to and deposited in the site. To the extent practicable the Contractor must prevent hazardous materials, C&D materials, and comestible garbage from being brought onto the DMS. The Contractor must segregate hazardous materials and comestible garbage, when discovered, for pick-up and disposal by the City's franchise haulers. All materials brought to the DMS by vehicles under Contractor's control but not accepted at the DMS must be disposed of by the Contractor at an approved landfill, waste to energy plant, or by other legal means of disposal.

The Contractor is responsible for monitoring the temperature of stockpiled mulch at least twice daily to detect hot spots resulting from natural microbial decomposition. Upon finding a hot spot the Contractor must mechanically mix the affected mulch to cool it down and avoid creating a fire hazard.

The Contractor must, to the extent practicable, separate hazardous waste and asbestos from all woody and structural debris that is to be further processed, reduced, recycled or burned.

The Contractor must operate the DMS in such manner as to minimize the possibility of infestation by rodents, other vermin and insects and to minimize the potential for attracting birds and wildlife. The Contractor will be responsible for proper and safe application of rodenticide and insecticide as a precautionary tactic to minimize the potential for infestation. Additional applications of such materials shall be made as necessary to eradicate infestations. All sites and work areas will be subject to inspection and monitoring by City health and safety personnel.

The Contractor will be considered the owner of all debris brought to a DMS. The Contractor must remove or arrange for the removal and final disposal of all debris brought to the DMS. Options include but are not limited to sending the material to an authorized and properly permitted disposal area, recycling facility or resale entity. The Contractor must maintain records for all materials, including processed debris, residue, and hazardous materials, being transported from the DMS to disposal or recycling facilities

The Contractor must assume possession of all processed debris and may dispose of such debris in a manner that creates income for the Contractor. Reduction and disposal of the debris is the sole responsibility of the Contractor.

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DMS Closure

The contractor will be responsible for preparing and closing out a DMS in accordance with specifications in the Debris Removal and Disposal Contract. The Contractor must restore all DMSs to their original condition to the extent feasible or to the satisfaction of the City Debris Manager. Unless otherwise directed by the City, all improvements (e.g., fencing, haul roads, trailers) must be removed. The Contractor must reestablish grades (i.e., roads, and ditches) throughout each site. The Contractor must request and participate in site inspections by the City for final approval of all site closure and restoration activities.

The Contractor must complete soil and groundwater closure sampling and testing in the areas described in the baseline sampling information. The same tests must be completed as were performed prior to commencing with DMS operations (TPH and RCRA Metals). The analytical results must be provided to the City prior to closure of each DMS. Areas found to be contaminated above the baseline values must be remediated by the Contractor. The Contractor is regarded as the generator of such contaminants for the purposes of Federal environmental statutes.

City Landfill

The City does not operate a Class 1 landfill; however, the city is regulated by the state to use the Volusia County Landfill. The solid waste transfer station for residential bulk and yard waste material located at 1990 Tomoka Farms Road. The Debris Contractor shall be provided a list of potential C&D facilities and disposal sites to contract with directly. OM will provide QA monitors at the final disposal locations in order to issue final disposal debris load tickets.

Hazardous Waste (HW) / Household Hazardous Waste (HHW) Collection and Disposal

Residential Household Hazardous Waste and Electronic Waste

Residents may drop off HHW at the Volusia County landfill. In the event of a disaster, residents will be instructed to segregate HHW at the curbside, so that it may be delivered to the DMS where it will be segregated from other debris streams and stored in a lined area. Final disposal will be at an environmentally lawful facility. Materials accepted include paint, solvents, pool chemicals, hobby and craft supplies, lawn and garden chemicals, computers, stereos, televisions, etc. Collections are for residents only – NO chemicals or electronics will be accepted from commercial interests.

Commercial/Industrial Hazardous Waste

The primary responsibility for coordinating hazardous materials during a City declared state of emergency rests with the Fire Department. There is no Hazardous Materials Response Unit or Team located in the City. County Hazardous Materials Response Team runs out of Volusia County and is coordinated through Central Dispatch.

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For hazardous material releases, referrals should be made to the ESF #10 coordinator at the State EOC (850) 921-0223 or the State Warning Point at (800) 320-0519.

Recycling

Before hauling mulch to a final disposition location, the debris hauling contractor and the City will evaluate accessibility and feasibility of recycling the debris. It is expected that the debris hauler will provide information regarding a potential mulch recycling program as part of an annual debris hauling and disposal plan.

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SECTION VII – CONTRACTED SERVICES

The City Purchasing Department manages a centralized procurement system that:

- Purchases all goods and services
- Disposes of salvage and surplus materials
- Uses procurement skills and technology that results in high quality and cost-effective services

Per City Ordinance Chapter 26, for emergency management contracts the city will follow 2 C.F.R. Part 200, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards guidelines versus Port Orange purchasing guidelines.

The Purchasing Department is located at City Hall which is located at 1000 City Center Circle. The City has a contract with a debris removal and disposal firm and another with a debris management (monitoring) firm. Both contracts may be viewed at the Purchasing Department.

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SECTION VIII – PRIVATE PROPERTY DEMOLITION AND DEBRIS REMOVAL

Private Property Debris Disposal and Demolition

Disaster generated debris private property must be moved to the curb or right-of-way of a City maintained street by the property owner before it can be disposed of at public expense. Private contractors hired by the City cannot enter and remove debris from private property without a signed right-of-entry/hold harmless agreement executed by the property owner. Debris on commercial private property will not be placed at the curb and must be removed at the owner's expense.

NOTE: Before a Right of Entry/Hold Harmless agreement is implemented the legal responsibility must accrue to the local government by the local government invoking its policing powers as required to abate an immediate threat to life, public health or safety. When the local government has acted according to its own laws, ordinances or codes to remedy the immediate threat to life, public health or safety on private property, then the work may become eligible for reimbursement under the FEMA Public Assistance Program.

Debris removal and disposal from "Gated Communities" is the responsibility of the Homeowner's Association. The City may push debris from the roadway to open a single lane within the Gated Community to provide access for fire and medical response units. However, under certain conditions the City may authorize debris removal from private roads and gated communities. A copy of the ordinance addressing this activity is at Attachment 5.

NOTE: The City or its private contractors will not remove debris from private property, gated communities, or private roads unless directed by the City

Dangerous structures are the responsibility of the owner to demolish and remove at the owner's expense to protect the health and safety of adjacent residents. However, experience has shown that unsafe structures often will remain in place due to lack of insurance or absentee landlords. Care must be exercised to ensure that the City Debris Manager properly identifies structures listed for demolition.

The Debris Collection Project Manager will coordinate with the State Public Assistance Officer, the FEMA Public Assistance Officer, and State Historic Preservation Officer regarding:

- Demolition of private structures;
- Removing debris from private property;
- Local law and/or code enforcement requirement;

- Historic and archaeological sites restrictions;
- Qualified environmental contractors to remove hazardous materials such as asbestos and lead-based paint; and
- Execution of Right-of Entry/Hold Harmless agreements with landowners.

Condemnation Criteria and Procedures

The City will comply with its normal condemnation procedures if it assumes the responsibility to demolish structures following a major disaster. This normally requires a building safety official to contact the homeowner and assess and determine building structural integrity. The normal building safety assessment should be used for the disaster condemnation criteria as well. Typically, any building or structure may be condemned if the building official determines that it represents a hazard to the health and safety of the public or poses a threat to public rights-of-way. Following that determination, the City would then initiate condemnation proceedings.

Owner notification and condemnation hearings should be held to give the property owner time to correct the threat without government action. In some cases, liens may be secured to enforce the condemnation order. If the City performs the work, executing liens against the property allows the City to recoup the costs of demolition and debris removal from the property owner.

The City's normal procedures that require multiple notices to property owners, condemnation hearings, and liens may be expedited in the event of a catastrophic disaster that causes a high concentration of debris on private property over a widespread area presenting an immediate health and safety hazard.

Staff should review the condemnation criteria laws, regulations, legal notices, forms, and procedures before implementing condemnation proceedings.

<u>Legal Documentation for Demolition</u>

The City will implement standard procedures that apply to its condemnation process which can be found in Chpt. Div 3 of the City Ordinance under ABATEMENT OF UNSAFE STRUCTURES. During the planning process, the City legal counsel should review and update any documents for inclusion within the plan.

The following is a general list of documents that may be included in the plan.

- Verification of ownership ensures that the proper site and owner are identified and the owner is aware of nature of the scheduled building assessment.
- A right-of-entry form is signed by the homeowner and allows the building official to enter the property to complete the assessment. It should contain a hold harmless agreement that documents the property owner's promise that he or she will not bring legal action against the City if there is damage or harm done to the property.

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- Building official assessment is the documentation of the damage to the structure and the description of the threat to public health and safety. This assessment should contain the building official's determination as to whether the structure should be condemned and whether it should be repaired or demolished. This may be an official structural assessment.
- Verification of insurance information allows the City to pursue financial compensation if the property owner's homeowner insurance policy covers demolition and debris removal.
- Archeological review outlines the archeological low-impact stipulations for demolition and debris removal activities and highlights the implications for the City if they fail to comply with the guidelines.
- Environmental review ensures that adverse impacts to protected environmental resources are minimized or avoided when removing debris from the proposed site. These reviews should be acceptable to the appropriate resource agency. Wetlands and other water resources, hazardous materials, and endangered species habitats are among the resources of most frequent concern. Check to see if the State requires the evaluation or assessment of impacts to natural resources.
- State Historic Preservation Officer (SHPO) review confirms that SHPO has been notified and correspondence has been received absolving the area of any historic significance.
- Photos that show the disaster-damaged condition of the property prior to the beginning of the demolition work. This is generally one or more labeled pictures that confirm the address and identified scope of work on the property. If it is determined that a structure needs to be demolished, additional documentation may be required, not only for the City's legal protection, but also for the public's health and safety during the demolition and debris removal operations. Photos should also be taken to document that the scope of work was completed.
- Letter or notice of condemnation is a document signed by the building official that outlines the specific threat to public safety and health.
- Notice of demolition is issued to inform the property owner when the demolition will begin; notices shall be posted to provide a reasonable period of time in order for personal property to be removed. The City should attempt to notify the property owner, if not already contacted, through direct mail and local media.
- Notice of intent to demolish is normally for the public health and safety of the neighboring residents. This notice is conspicuously posted on the structure to be demolished.

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Demolition Permitting

Applicants may have a demolition permitting process in place. Staff may want to use those demolition permit requirements during a disaster-related demolition project. Common requirements for obtaining a demolition permit include a demolition plan, public notification, inspection requirements, and a hazardous waste report. The demolition strategy may require the following information:

- **Site map** showing the site with all structures and other features of interest.
- **Site ingress and egress** showing the fronting streets and planned route for the project. This may also include a movement of traffic strategy. Normal traffic will need to be diverted into other lanes.
- **Site preparation documents** illustrate any pre-demolition work that may be required.
    - Examples include erosion control, vegetation removal, or utility pole adjustments.
- **Staging strategies** show the sequence of events prior to, during, and after demolition of the structure.
- **Hazardous waste** handling requirements detail if contents of the structure require dust suppression or wet demolition. These provisions also describe how hazardous waste or environmentally sensitive materials will be handled or disposed. This includes HHW and white goods. Asbestos requires specialized removal, handling, and disposal personnel and permits. Special documents or strategies may be required if the demolition of the building involves shoring, stabilizing structures, or any other special circumstances that may jeopardize another structure or the public's health and safety. Once it has been established that the building is to be demolished and the required processes are underway, a notification to demolish is posted on the building.

Inspections

The City should conduct regular inspections of demolition sites a few days prior to, the day of, during (occasionally), and upon completion of the operations. Inspectors should take photographs at each site visit for their records. These inspections and verifications generally include the following:

- Water and sewer/septic tank inspection to verify the utilities have been terminated and isolated from the proposed sphere of influence during the demolition operations. The inspector should verify that all other utilities have been terminated during the same visit.
- Occupancy inspection is conducted immediately prior to demolition to ensure that no one is physically in the building.
- Open void inspection is performed if the structure has a basement that is to be filled.
- This inspection will be conducted once the above-grade structure is gone and the inspector can visually see the entire below-grade excavation.

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- Post-demolition inspection is completed once the structure is demolished, the debris is removed, and the site graded. The City should require that a hazardous material report be submitted to the State environmental protection agency. This report normally includes a description of any hazardous material that was found in the building, the means and measures to collect it, and the final disposal location of the hazardous waste.

Demolition of Private Structures

The following procedures will be implemented should the need arise to enter private property and demolish private structures made unsafe by disasters to eliminate immediate threats to life, public health, and safety. In some cases, the costs of performing demolition of private structures may be eligible for Public Assistance grant funding. Typically, the demolition of private structures to eliminate immediate threats is authorized under Section 403(a)(3)(E) of the Stafford Act. FEMA will consider alternative measures to eliminate threats to life, public health, and safety posed by disaster-damaged unsafe structures, including fencing off unsafe structures and restricting access, when evaluating requests for Public Assistance grant funding for demolition work. The Public Assistance staff must also concur that the demolition of unsafe structures and removal of demolition debris are in the public interest. The demolition of unsafe privately owned structures and subsequent removal of demolition debris may be eligible when the following conditions are met:

- The structures were damaged and made unsafe by the declared disaster, and are in the area of the disaster declaration;
- The applicant certifies that the structures are determined to be unsafe and pose an immediate threat to the public. An unsafe structure is a non-commercial or non-industrial structure that threatens the life, health or safety of the public because the structure is so damaged or structurally unsafe that partial or complete collapse is imminent. This certification may be made by the State or local government's building inspector and may be based on a structural assessment in accordance with local ordinances and building codes;
- The applicant has demonstrated that it has legal responsibility to perform the demolition. Like private property debris removal, the applicant must demonstrate its authority and legal responsibility to enter private property to perform demolition of unsafe structures. The legal basis for this responsibility must be established by law, ordinance, or code at the time of the disaster and must be relevant to the post-disaster condition representing an immediate threat to life, public health, and safety, and not merely define the applicant's uniform level of services;
- The Building Official has ordered the demolition of unsafe structures and removal of demolition debris;

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- The applicant has indemnified the Federal government and its employees, agents, and contractors from any claims arising from the demolition work;
- The demolition work is completed within the completion deadlines outlined in 44 CFR §206.204 for emergency work. Additional information on the general eligibility of demolition of private structures may be found in FEMA DAP9523.4, Demolition of Private Structures.

Eligible Demolition Costs

1. Eligible costs associated with the demolition of private structures may include, but are not limited to:

- capping wells;
- pumping and capping septic tanks;
- filling in basements and swimming pools;
- testing and removing hazardous materials from unsafe structures including asbestos and
- household hazardous wastes;
- securing utilities (electric, phone, water, sewer, etc.);
- securing permits, licenses, and title searches. Fees for permits, licenses, and titles issued directly by the applicant are not eligible unless it can be demonstrated that the fees are above and beyond administrative costs;
- and/or demolition of disaster-damaged outbuildings such as garages, sheds, and workshops determined to be unsafe.

2. Ineligible costs associated with the demolition of private structures include:

- removal of slabs or foundations, except in very unusual circumstances, such as when disaster-related erosion under slabs on a hillside causes an immediate public health and safety threat; and/or removal of pads and driveways.
- Structures condemned as safety hazards before the disaster are not eligible for demolition and subsequent demolition debris removal under Public Assistance grant authority. Individuals and private organizations (except for eligible Private Non-profits) will not be reimbursed for demolition activities on their own properties under the Public Assistance Program.

Documentation for Demolition

To receive reimbursement of eligible demolition costs, applicants should provide documentation of applicable legal processes and scopes of work performed, similar to the private property debris removal process described above. Specifically, this includes:

- Rights-of-entries;
- Photos of the structures;

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- Structural assessments, or other certifications that the structures are determined to be unsafe or pose an immediate threat to the public, based on local ordinances or building codes;
- Notices of demolition; and
- Documentation of environmental and historic review.

All documentation should be consistent with the requirements of applicable Federal, State, and local laws and regulations governing demolition of private structures. Additional documentation may be required by Public Assistance staff on a case-by-case basis to demonstrate eligible work performed and compliance with applicable Federal, State, and local laws and regulations.

Commercial Property

The removal of debris from commercial property and the demolition of commercial structures are generally not eligible for Public Assistance grant funding. It is assumed and expected that these commercial enterprises retain insurance that can and will cover the cost of debris removal and/or demolition. However, in some cases as determined by the Federal Coordinating Officer, the removal of debris from private commercial property and/or the demolition of private commercial structures by a State or local government may be eligible for FEMA reimbursement only when such removal is in the public interest. Industrial parks, private golf courses, commercial cemeteries, apartments, condominiums, and mobile homes in commercial trailer parks are generally considered commercial property.

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SECTION XI – DEBRIS REMOVAL FROM FLOOD CONTROL WORKS

There is a potential for disaster-generated debris to be deposited in canals designed to prevent damage by irregular and unusual rises of water throughout the City. Per FEMA Recovery Division Fact Sheet, RP9580.202, the Natural Resources Conservation Service (NRCS) is the authority for debris removal from flood control works under the Emergency Watershed Protection Program (EWP). However, experience has indicated the funding of the EWP is limited and may not be sufficient if the disaster such as a hurricane impacts a large geographical area. In such a circumstance, FEMA may provide some assistance related to reimbursement of funds required for removal of debris from flood control works.

If removal of debris from the City's canals is required, the City will contact the NRCS to determine if funding is available. If so, the City will enter into a project agreement with NRCS prior to any work being performed. If funding is not available the City will ask NRCS to provide a written statement to that fact. The City will then seek FEMA's approval to conduct the work and request reimbursement for the work via Public Assistance funds.

It is important to note that the canals around the city are managed by multiple drainage districts and by themselves qualify as an applicant to receive reimbursement via Public Assistance funds for debris removal. The City will not authorize debris removal from flood control works that fall under other jurisdictional and/or legal authority. A flood zone map is at Attachment 7.

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SECTION X – PUBLIC INFORMATION PLAN

Public Information Officer

The PIO and designee(s) should be directly involved with the DMOC to develop a proactive debris information plan. Any dissemination of information should be filtered and approved through the City PIO. Emphasis should be placed on actions that the public can perform to expedite the cleanup process.

Customer-Facing City Staff

There are many city employees that encounter residents and business owners as part of their daily routine or on the phone. Briefing these individuals post-storm is imperative to this phase of recovery, so that a unified and confident message is being broadcast to those individuals allowing everyone to be informed throughout the entirety of the event. It is important that all customer facing staff are cross-trained in this way so that they can answer questions directly rather than inundating Public Works with these inquiries.

- **Training:** There will be an annual training session which will include: Debris Manager, Emergency Management Coordinator, Public Information Officer, and customer-facing staff each June to go over the big picture of after-the-storm conversations.
  Following each event on the first day of business that city employees are reporting to work there will be an abbreviated refresher session conducted by the Emergency Management Coordinator and Public Information Officer

- **Daily Briefing:** There will be a daily briefing disseminated to staff which will include information regarding the status of recovery including: debris status and projection for 48-72 hours, debris public education resources, communication from FEMA, communication from ESF14 with Port Orange or Volusia County, etc. This will come electronically in the form of a PDF.

Pre-scripted Information

Flyers, newspapers, radio, City Web site, Social media, and TV public service announcements will be created by ESF 14 and used to encourage public cooperation for such activities as:

- Separating burnable and non-burnable debris;
- Segregating Household Hazardous Waste (HHW);
- Placing disaster debris at the curbside;
- Keeping debris piles away from fire hydrants and valves;
- Reporting locations of illegal dump sites or incidents of illegal dumping;
- Segregating recyclable materials; and disseminate debris route clearing and pickup schedules through the local news media, and Web postings.

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SECTION XI – WEAPONS OF MASS DESTRUCTION AND TERRORISM EVENTS

The first local emergency responder to arrive at the scene of an emergency incident will implement the Incident Command System (ICS) and serve as the Incident Commander until relieved by a more senior or more qualified individual. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.

For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites are identified, an incident command post may be established, and direction and control for the response transitioned to the Incident Commander.

The handling and disposal of debris generated from a Weapons of Mass Destruction (WMD) or terrorism event will exceed City capabilities. Therefore, the Incident Commander will implement the Incident Command System and will request immediate State and Federal assistance.

Normally, a WMD or terrorism event will, by its very nature, require all available assets and involve many more State and Federal departments and agencies. The nature of the waste stream as well as whether the debris is contaminated will dictate the necessary cleanup and disposal actions. Debris handling considerations that are unique to this type of event include:

- Much of the affected area will likely be a crime scene. Therefore, debris may be directed to a controlled DMS location by the Incident Commander or Federal law enforcement officials for further analysis.
- The debris may be contaminated by chemical, biological, or radiological contaminants. If so, the debris will have to be stabilized, neutralized, containerized, etc. before disposal. In such an occurrence, the operations may be under the supervision and direction of a Federal agency and one or more contractors specially retained by that Federal agency.
- The presence of contamination will influence the need for pretreatment (decontamination), packaging, and transportation.
- The type of contaminant will dictate the required capabilities of the personnel working with the debris. Certain contaminants may preclude deployment of resources that are not properly trained or equipped.

The Debris Collection Project Manager will continue to be the single point of contact for all debris removal and disposal issues within the City following a WMD event. However, coordination will be exercised by the Debris Collection Project Manager through the Incident Commander located at the designated Incident Command Post.

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In this type of event, the Debris Collection Project Manager and the DMOC staff will become supporting elements to the U.S. Army Corps of Engineers, and will operate as requested by the USACE WMD Emergency Response Team.

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Attachment 1
Debris Management Standard Operating Procedures

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Prior to Landfall (Transition from Phase 2 to Phase 3)

At the earliest possible time before landfall of a predicted hurricane, the Debris Management Consultant's staff key personnel should be placed on-call for different mobilization schedules and regimens for different categories of storms. Contact information should be compiled and distributed to the local government. Arrangements for communication during and immediately after the hurricane landfall are essential. At a minimum, debris management staff shall have individual cell phones and at least one satellite phone will be available for use. Debris assessment teams should be strategically deployed throughout the City and use the same damage assessment key for categorizing damage and debris.

The Debris Contractor(s) shall be contacted and placed on stand-by status. Depending upon the forecast path and category of the storm, they may be requested to report to EOC HQ. QA monitors shall be contacted for availability and placed on stand-by for deployment. The Debris Contractor shall prepare to survey the sites and establish a baseline, prior to use. Disaster Debris Operations Management: Daily Operations

At this time, the Debris Collection Project Manager will exercise the option to utilize city staff for debris monitoring procedures. If this is found to be necessary, based on the event, the ESF 3 Coordinator in the EOC will request that the Logistics Section activate personnel resources for this position so that they may be trained and deployed.

Phase 3 and Phase 4

Phase 3: Response

During the **Time and Materials** period of this phase, apply the following:

Scan and enter data from Time and Materials forms and Equipment Certification forms that have been completed by the QA Monitors in the field, into the database.

- Prepare reconciliation report for contract management and debris contractors.
- File copies of the reconciled reports for contract management and FEMA.
- File copies of the Equipment Certification forms

Please note: Time and Materials forms and Equipment Certification forms are used for a limited duration at the beginning of an event. These documents are to be entered daily and reconciled with the appropriate contract unit price categories. Ideally Debris Contractors and the City should agree on forms and all equipment and prices prior to the event.

Disaster Debris Management Staff Responsibilities and Duties (Phase 3 and 4)

Responsible for communicating with the ESF #3 Director and others in local government, managing the debris contract(s), communicating with the Debris Contractor(s), and state and federal representatives and providing reports, summaries, and analysis of daily activities associated with the debris operation. Staff is tasked with environmental oversight of the DMS

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including permitting issues, daily operations, and final restoration. Daily responsibilities are listed below:

- Prepare daily status report that addresses:
    - Number of cubic yards collected the previous day
    - By contractor
    - By DMS
    - By local government forces
    - By franchise hauler
    - At community drop offs
    - Total cubic yards collected to date
- Locations where debris was collected (or 100% cleared) by debris crews for the previous day.
    - GIS Maps
    - GPS and reverse geo-code addresses
    - Parks, government agencies, public facilities
- Status updates from debris contractors, by phone or arranged meeting.
    - Number of trucks and crews operating that day
    - Issues or problems
    - Complaint referrals
    - Damage referrals or updates
    - Monitoring issues
    - DMS issues
- Daily briefings to the DM and/or the local government staff as required.
- Weekly (daily if appropriate) reconciliation of Debris Contractor(s) time and materials and load ticket invoices.
    - Review invoice and backup with Debris Contractor
    - Reconcile invoice with database records
    - Provide payment recommendation to City for payment

Based upon the storm category, up to 3 teams (or shifts) could be used to provide services. Responsibilities include data management, document management, quality assurance (QA), quality control (QC), data assimilation, database management, and reports. The staff and local government will task a second and possibly a third shift with data entry of the debris load tickets, forms, and other pertinent documentation.

When paper debris load tickets are used, debris monitoring staff will:

- Scan and enter data from the debris load tickets.
- Document any inaccuracies, missing data, and other issues with information entered on tickets for Operations Supervisor for immediate resolution
- Provide summary reports of cubic yards by DMS, contractor, and local government forces.

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- Scan and enter data from the stump and log tickets.
    - Document any inaccuracies, missing data, and other issues with the information entered on tickets for Operations Supervisor for immediate resolution.
    - Provide summary report of stumps by measurement category, by DMS and contractor
- Sort and file the debris load tickets in numbered sequence.
    - QA/QC load ticket (e.g., legibility, completeness, etc.)
- Scan truck certifications or re-certifications into database.
    - Generate daily log of certified trucks by number and cubic yards.
    - Back check daily load tickets with truck certification summary log.
    - File copies of certifications and list of certified truck lists in appropriate binders.
- Quality Assurance.
    - Review truck numbers listed on debris load tickets with list of certified trucks.
    - Compare cubic yardages for each truck with certified cubic yardage.
    - Document any discrepancies for Operations Supervisor.
    - Back check all truck certification cubic yardage calculations.
- Prepare list of streets cleared or areas worked from the debris load tickets and/or debris clearing logs completed by monitors.
- Daily attendance logs are turned in by QA Supervisors for data entry. An attendance report is to be prepared each day. The report and originals are to be filed and retained as part of the documentation for reimbursement.
- Complaint Tracking – the Asset Management Software utilized by the Public Works Department will enable complaints to be logged, resolved, closed, and compiled for reporting.

Phase 4: Recovery

For **Right-of-Way (ROW) Quality Assurance Monitoring Operations** the following applies:

Responsibilities include debris load monitoring, load estimating, truck certifications, stump measurement, time and materials record keeping, quality assurance, and general oversight of the DMS. QA Supervisors and monitors begin the day at their assigned staging area or DMS.

Attendance Reports

- QA Supervisors log out their ticket booklets and are also responsible for the daily attendance with each monitor signing in and out each day. Monitors are to denote their field position, for example, QA monitor, disposal site monitor, exit tower monitor, and the hours worked by position held.
- At the end of each day, the QA Supervisor turns in the attendance sheet to the OA for data entry.

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Ticket Assignment

- QA Supervisors are responsible for tracking the tickets assigned to the QA monitors. A log is kept listing the pre-numbered tickets each QA monitor receives. These logs are to be given to the OA at the end of each day for data entry.
- At the end of the project or at the end of a monitor's employment, any remaining unused tickets must be returned to the QA supervisor for reassignment.

Crew Assignment

- QA Supervisors are responsible for assigning a QA monitor to each debris crew. The QA supervisor or operations supervisor will coordinate with the debris contractor to ensure sufficient monitors are available for any given day.

QA Load Site Monitoring of Debris Crews

- Throughout their shift, each QA monitor will observe their assigned crew to ensure that the debris collected meets the FEMA eligibility guidelines. Monitors will issue a debris load ticket to only their assigned crews and only for the debris placed on the right of way.
- Monitors will not issue a debris load ticket for materials collected on agricultural lands, private property or commercial property, unless otherwise instructed by the local government.
- Any issues or problems in the field are to be reported to the QA Supervisor. Examples may include recurring problems with a specific crew cherry picking, entering private property, or leaving their assigned area to collect debris.
- The QA Monitor is responsible for delivering copies of the debris load tickets to the QA Supervisor each day. This includes all voided tickets.
- The QA Supervisor is responsible for delivering the completed and voided tickets and empty ticket booklets to the debris management staff for data entry.

Streets Cleared Forms

- The QA Monitor is responsible for tracking all streets cleared and/or areas worked throughout the day.

DMS Operations

- The Debris Management Plan provides information on the process to establish locations of DM. The Debris Contractor may also provide additional DMS locations.
- Pursuant to its contract with the City the Debris Contractor will be responsible for management of the DMS and disaster debris once the debris has been authorized for placement at the DMS.
- Debris Contractor will maintain incoming disaster debris into separate manageable sections based on type (e.g., vegetative, C&D, Mixed, etc.) and also maintain an area for containment of HHW should it be collected inadvertently.

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- Debris management staff will perform environmental compliance audits /inspections of each DMS and review the Debris Contractor proposed site layout plan for debris placement.
- OM and/or debris management staff may operate from a mobile operations command tent, trailer or van.
- The OA and/or QA DMS Supervisor will oversee the Debris Contractor DMS operations and approve the placement of the DMS entrance and exit towers. Each DMS shall have 1 QA Supervisor and 2 QA Tower monitors, but could vary depending upon activity at site.
- QA oversight at the DMS will consist of:
    - Periodic quality control check of debris load tickets.
    - Maintenance of a daily log/journal, which reflects any incidents that occur on site and records the name and affiliation of all visitors to the site.
    - Periodic quality control check of debris load tickets.
    - Incoming debris load classification and quantity load calls.
    - Minimize staging of equipment and crews from the site.
    - Daily activities report summary (i.e., number of tickets, total quantity).
    - H&S oversight.

Truck Certification

- To haul and dispose of disaster debris a Debris Contractor vehicle must be certified and have a corresponding truck placard affixed to the side of the vehicle (i.e., that portion that will carry debris), and tandem vehicles will receive a certification and placard for each unit that carries debris.
- The DM will designate a site(s) for truck certification to occur. This site may be a DMS or other designated location.
- A Truck Certification Team (Cert Team) will certify Debris Contractor vehicles at designated sites and designated times.
- The Cert Team will:
    - Oversee truck certification site activities
    - Measure Debris Contractor vehicles using a decimal measuring tape and calculate cubic yardage capacity.
    - Photograph vehicle with digital camera.
    - Complete and issue Truck Certification Form with corresponding Truck Placard.
    - Manifest a copy of all completed Truck Certification Forms to the DM and provide input into database files.
- Perform random quality control checks of Debris Contractor vehicle capacity to placard.

Stump Operations

- Debris Contractor shall not handle or collect stumps until authorized by the DM.

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- A designated QA Stump monitor (Stump QA) will accompany each Debris Contractor stump crew. FEMA may also accompany the Debris Contractor stump crew.
- There are two (2) types of stumps:
    - Hazardous Stumps - paid as a Hazardous Stump.
    - Stump Debris – paid as storm debris on a unit price basis
- Hazardous Stumps shall be handled pursuant to FEMA Recovery Policy RP9523.11 "Hazardous Stump Extraction and Removal Eligibility". Generally a stump is considered a Hazardous Stump if it has a diameter greater than 24 inches and it is generated from within the right-of-way.
- For Hazardous Stumps the Stump QA will:
    - GPS locate each stump
    - Measure stump with forester's tape which provides a diameter measurement in tenths of a foot (decimal).
    - Record information on the FEMA Hazardous Stump Worksheet and the debris load ticket.
    - Issue load ticket to Debris Contractor once the vehicle is full of stumps.

Stump Debris consists of all stumps that are not Hazardous Stumps and may include but not be limited to stumps less than 24 inches or stumps greater than 24 inches that have been placed in the ROW.

- For Stump Debris the Stump QA will:
    - GPS locate each stump
    - Measure stump with forester's tape which provides a diameter measurement in tenths of a foot (decimal).
    - Record information on the FEMA Hazardous Stump Worksheet and the debris load ticket.
    - Use FEMA Stump Conversion Table for calculating the cubic yards of the stump based upon diameter of the stump. Issue load ticket to Debris Contractor once the vehicle is full of stumps.

Leaners and Hangers Operations

- Debris Contractor shall not handle or collect leaners and hangers until authorized by the DM.
- A designated QA monitor will accompany each Debris Contractor leaners and hangers crew. FEMA may also accompany the Debris Contractor crew.
- The QA will
    - GPS locate each leaner and each tree with hangers.
    - Measure leaner with forester's tape which provides a diameter measurement in tenths of a foot (decimal). Record information on the Leaners and Hangers Worksheet and the debris load ticket.
    - Issue load ticket to Debris Contractor once the vehicle is full.

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Dirty White Goods (DWG) Operations

- Debris Contractor shall not handle or collect dirty white goods and appliances until authorized by the DM.
- A designated QA monitor (DWG QA) will accompany each Debris Contractor DWG crew. FEMA may also accompany the DC crew.
- The DWG QA will:
    - GPS locate the appliance(s).
    - Record information on the debris load ticket.
    - Issue load ticket to Debris Contractor once the vehicle is full.

Derelict Vehicles, Boats (DVB) Operations

- Debris Contractor shall not handle or collect derelict vehicles or boats until authorized by the DM.
- A designated derelict vehicles or boats QA monitor (DVB QA) will accompany each Debris Contractor DVB crew. FEMA may also accompany the Debris Contractor crew.
- The DVB QA will:
    - GPS locate the derelict vehicles or boats.
    - Record information on the debris load ticket.
    - Issue load ticket to Debris Contractor once the vehicle is full

Hand Load Operations

- Hand Loads shall be handled pursuant to FEMA Recovery Policy RP9523.12 "Debris Operations – Hand-Loaded Trucks and Trailers". Trucks and trailers loaded physically by hand, instead of by means of mechanical equipment resulting in a reasonable level of compaction, will be limited to a maximum 50% load call. Hand Load crews may be utilized to collect in areas not accessible to equipment loading.

Hazardous Materials Protocols

- Residents may drop off most HHW at the County Landfill or the West Volusia Transfer Station. In the even that a disaster causes a wide-spread HHW debris stream the frequency of collection may increase. If residents have failed to do so, contracted disaster debris removal contractors should segregate HHW from the debris streams at the curbside; i.e., no HHW should be hauled to a DMS. The contracted debris removal firm shall create a separate, lined storage location at the DMS for HHW inadvertently delivered to the DMS and notify the DM as soon as practical that HHW has been discovered at the DMS.

Quality Assurance / Health and Safety Training

- The Contractor will train staff and QA/QC staff will review incoming information daily and immediately note any inaccuracies, missing data, anomalies, and other issues with

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information entered on tickets or logs for the Operation Supervisor to resolve immediately.

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Attachment 2

Standard Operating Procedures
For
Citizen Drop-Off Sites

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1. Synopsis

This manual is a guidance document for managers responsible for management, health and safety at residential drop-off sites. It assumes a basic understanding of site layout concepts and experience in occupational safety and health.

This manual is intended for local municipal officials and their contractors. It may be used:

- As a planning tool by municipal government or private individuals.
- As a management tool by upper level or field managers.
- As an educational tool to provide an overview of aspects of safety and health protection at residential drop-off sites.
- As a reference document for site personnel who need to review important aspects of health and safety.

This document provides general guidance and should be used as a preliminary basis for developing specific requirements of potential residential drop-off sites. The appropriateness of the information presented should always be evaluated in light of site specific conditions. Other sources and experienced individuals should be consulted as necessary for the detail needed to design and implement a specific residential drop-off site.

Although this manual cites federal regulations, it is not a definitive legal document and should not be taken as such. Individuals who are responsible for the health and safety of workers at residential drop-off sites should obtain and comply with the most recent federal, state, and local regulations relevant to these sites, and are urged to consult with OSHA, EPA, and other appropriate federal, state, and local agencies.

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2. Site Hazards

Introduction

Residential debris drop-off sites pose a multitude of health and safety concerns, any one of which could result in serious injury or death. These hazards are a function of the nature of the site as well because of the work being performed. They include:

- Vehicular Traffic
- Injury
- Fire and Smoke
- Biological Hazards
- Safety Hazards
- Electrical Hazards
- Heat Stress
- Sun Burn
- Noise

Several factors distinguish a debris drop-off site environment from other debris management reduction and disposal sites. One important factor is the uncontrolled condition of the site. Even high volume, high traffic, commercial debris sites do not endanger human health or safety if they are properly managed.

However, improper control of residential drop-off site can result in a severe injury or death to site workers and to the general public. The combination of all these conditions results in a working environment that is characterized by numerous and varied hazards which:

- May pose an immediate danger to life or health.
- May not be immediately obvious or identifiable.
- May vary according to the location on site.
- May change as site activities progress.

General categories of hazards that may be present at a site are described below. In approaching a site, it is prudent to assume that all these hazards are present until site characterization has shown otherwise. A site health and safety program, as described later in this manual, must provide comprehensive protection against all potential hazards and specific protection against individual known hazards.

Vehicular Traffic

Preventing the likelihood of vehicular injury is a primary concern at residential drop-off sites. Most sites contain a variety of opportunities for injury or death from vehicles during entry/egress, backing-up and mechanical unloading.

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Fire and Smoke
The high volumes of combustible vegetative material being collected and stored at a residential drop-off site introduces a significant possibility of fire from carelessness, vandalism or decomposition heat.

Biological Hazards
Biologic hazards that may be present at debris drop-off sites include poisonous plants, insects and animals. Additional concerns with biological hazards may be presented as a component of the materials that are being brought into the site by the residents.

Safety Hazards
Residential debris drop-off sites may contain numerous safety hazards such as:

- Holes or ditches.
- Precariously positioned objects, such as logs and stumps.
- Sharp objects, such as nails, metal shards, and broken glass.
- Slippery surfaces.
- Steep grades
- Uneven terrain.
- Unstable piles.

Some safety hazards are a function of the work itself. For example, heavy equipment creates an additional hazard for monitors near the operating equipment. Site personnel should constantly look out for potential safety hazards, and should immediately inform their supervisor of any new hazards so that corrective action can be taken.

Electrical Hazards
Overhead power lines, downed electrical wires, and buried cables all pose a danger of shock or electrocution if monitors contact or sever them during site operations. In addition, lightning is a hazard during outdoor operations, particularly for monitors in raised structures or in proximity to mechanical equipment. To eliminate this hazard, weather conditions should be monitored and work should be suspended during electrical storms.

Heat Stress
Heat stress is a major hazard, especially for monitors spending extended periods of time out of doors. In its early stages, heat stress can cause rashes, cramps, discomfort and drowsiness, resulting in impaired functional ability that threatens the safety of both the individual and the residential public. Continued heat stress can eventually lead to heat stroke and even death.

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Sun Burn

Sun Burn is another significant hazard to site monitors who may typically spend 12 hours a day in the open during site operations. Supervisors should ensure that effective UV Protection sun block is kept onsite in reasonable quantities; and encourage the regular application by onsite staff

Noise

Work around vehicular and mechanical equipment often creates excessive noise. The effects of noise can include:

- Workers being startled, annoyed, or distracted.
- Physical damage to the ear, pain, and temporary and/or permanent hearing loss.
- Communication interference that may increase potential hazards due to the inability to warn of danger and the proper safety precautions to be taken.

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3. Site Planning and Organization

Introduction

Adequate planning is the first and the most critical element of residential drop-off site activities. By anticipating and taking steps to prevent potential hazards to health and safety, work at a drop off site can proceed with minimum risk to workers and the residential public.

Three aspects of planning are discussed below: developing an overall organizational structure for drop-off site operations; establishing a comprehensive Work Plan that considers each specific phase of site operations; and developing and implementing a Site Safety and Health Plan. The organizational structure should identify the personnel needed for the overall operation, establish the chain-of-command, and specify the overall responsibilities of site worker. The Work Plan should establish the objectives of site operations and the logistics and resources required to achieve the goals. The Site Safety Plan should determine the health and safety concerns for each facet of the operation and define the requirements and procedures for site worker and residential public protection.

Planning should be viewed as an ongoing process: the cleanup activities and Site Safety Plan must be continuously adapted to new site conditions and new information. Thus, this chapter is intended to serve as a starting point for planning the response activities at residential drop-off sites.

Organizational Structure

An organizational structure that supports the overall objectives of the project should be developed in the first stage of planning. This structure should:

- Identify a leader who has the authority to direct all activities.
- Identify the other personnel needed for the project, and assign their general functions and responsibilities.
- Show lines of authority, responsibility, and communication.
- Identify the interface with the residential community.

As the project progresses, it may be necessary to modify some organizational aspects of the project, such as personnel responsibilities and authorities, so that individual tasks can be performed as efficiently and safely as possible. Any changes to the overall organizational structure must be recorded in the appropriate parts of the Work or Site Safety Plans that are developed for individual phases or tasks and must be communicated to all parties involved.

Regardless of the size of the effort, all residential drop-off site teams should include a Site Safety and Health Officer (hereinafter referred to as Site Safety Officer in accordance with common usage) responsible for implementing health and safety requirements. Once an organizational

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system has been developed, all individuals responsible for establishing and enforcing health and safety requirements should be identified and their respective authorities clearly explained to all members of the site team.

One of the most critical elements in worker safety is the attitude of all levels of project management. A strong and visible commitment to worker safety must be present from the beginning of a project. This initial attitude sets the tone for the entire operation. The Site Safety Officer and the Project Team Leader must have the clear support of senior-level management for establishing, implementing, and enforcing safety programs from the outset of the project. The importance of management's attitude toward safety throughout the project cannot be overemphasized; site personnel are more likely to cooperate with safety programs if they sense a genuine concern on the part of management.

Several organizational factors are indicators of successful worker safety programs. These factors include:

- Strong management commitment to safety, as defined by various actions reflecting management's support and involvement in safety activities.
- Close contact and interaction among workers, supervisors, and management enabling open communication on safety as well as other job-related matters.
- A high level of housekeeping, orderly workplace conditions, and effective environmental quality control.
- Well-developed selection, job placement, and advancement procedures plus other employee support services.
- Training practices emphasizing early indoctrination and follow-up instruction in job safety procedures.
- Added features or variations in conventional safety practices that enhance the effectiveness of those practices.
- Effective disciplinary plan to encourage employees to adhere to safety practices.

Overall, the most effective safety programs are successful in dealing with "people" variables. Open communication among workers, supervisors, and management concerning worksite safety is essential. The effective management at residential drop-off sites requires a commitment to the health and safety of the general public as well as to the onsite personnel. Prevention and containment of any potentially dangerous effects into the surrounding community should be addressed in the planning stages of a project. Not only must the public be protected, they must also be made aware of the health and safety program and have confidence in it. To accomplish these goals, the Project Team Leader, or Public Information Officer under the supervision of the Project Team Leader, should establish community liaison well before any recovery action is begun, and should be in continuous contact with community leaders.

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Work Plan

To ensure a safe recovery, a Work Plan describing anticipated activities must be developed before beginning onsite response actions. The Work Plan should be periodically reexamined and updated as new information about site conditions is obtained.

The following steps should be taken in formulating a comprehensive Work Plan:

- Review available information, including:
    - Site records
    - Waste inventories
    - Generator and transporter manifests
    - Previous sampling and monitoring data
    - Site photos
    - State and local environmental and health agency records
- Define work objectives.
- Determine methods for accomplishing the objectives, e.g., sampling plan, inventory, disposal techniques.
- Determine personnel requirements.
- Determine the need for additional training of personnel. Evaluate their current knowledge/skill level against the tasks they will perform and situations they may encounter.
- Determine equipment requirements. Evaluate the need for special equipment or services, such as heavy equipment and operators.

Preparation of the Work Plan requires a multidisciplinary approach, and may therefore require input from all levels of onsite and offsite management.

Site Safety Plan

A Site Safety Plan, which establishes policies and procedures to protect workers and the public from the potential hazards posed by a residential drop-off site, must be developed before site activities proceed.

The Site Safety Plan must provide measures to minimize accidents and injuries that may occur during normal daily activities or during adverse conditions such as hot or cold weather. This section describes the planning process for health and safety during normal site operations, i.e., non-emergency situations.

Development of a written Site Safety Plan helps ensure that all safety aspects of site operations are thoroughly examined prior to commencing field work. The Site Safety Plan should be modified as needed for every stage of site activity.

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Because planning requires information, planning and site characterization should be coordinated. An initial Site Safety Plan should be developed so that the preliminary site assessment can proceed in a safe manner. The information from this assessment can then be used to refine the Site Safety Plan so that further site activities can proceed safely. Plans should be revised whenever new information about site hazards is obtained.

Development of a Site Safety Plan should involve both the offsite and onsite management and be reviewed by occupational and industrial health and safety experts and other appropriate personnel.

At a minimum, the plan should:

- Name key personnel and alternates responsible for site safety.
- Describe the risks associated with each operation conducted.
- Confirm that personnel are adequately trained to perform their job responsibilities and to handle the specific hazardous situations they may encounter.
- Describe the protective clothing and equipment to be worn by personnel during various site operations.
- Describe any site-specific medical surveillance requirements.
- Describe the program for periodic air monitoring, personnel monitoring, and environmental sampling, if needed.
- Describe the actions to be taken to mitigate existing hazards (e.g., wetland encroachment) to make the work environment less hazardous.
- Define site control measures and include a site map.
- Establish possible decontamination procedures for personnel and equipment.
- Set forth the site's Standard Operating Procedures (SOPs). SOPs are those activities that can be standardized (such as Traffic Patterns), and where a checklist can be used. These procedures should be:
    - Prepared in advance.
    - Based on the best available information, operational principles, and technical guidance.
    - Field-tested by qualified health and safety professionals, and revised as appropriate.
    - Appropriate to the types of risk at that site. Formulated to be easy to understand and practice.
    - Provided in writing to all site personnel, who should be briefed on their use. Included in training programs for site personnel.
- Set forth a Contingency Plan for safe and effective response to emergencies.

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Safety Management and Inspections

To ensure that the Site Safety Plan is being followed, the Site Safety Officer should conduct a safety meeting prior to initiating any changing site activity and before and after each work day.

The purpose of these safety meetings is to:

- Describe the assigned tasks and their potential hazards.
- Coordinate activities.
- Identify methods and precautions to prevent injuries.
- Plan for emergencies.
- Describe any changes in the Site Safety Plan.
- Get worker feedback on conditions affecting safety and health.
- Get worker feedback on how well the Site Safety Plan is working.

The Site Safety Officer should also conduct frequent inspections of site conditions, facilities, equipment, and activities to determine whether the Site Safety Plan is adequate and being followed.

At a residential drop-off site, risks to workers can change quickly and dramatically when there are changes in:

- Work and other site activities.
- Traffic pattern ingress and egress.
- Volumes of materials entering the site.
- Weather conditions.

In order to make safety inspections effective, the following guidelines should be observed:

- Develop a checklist for each site, listing the items that should be inspected.
- Review the results of these inspections with supervisors and workers.
- Re-inspect any identified problems to ensure that they have been corrected.
- Document all inspections and subsequent follow-up actions. Retain these records until site activities are completed and as long as required by regulatory agencies.

The minimum frequency at which inspections should occur varies with the characteristics of the site and the equipment used on site. Factors that need to be considered are:

- The severity of risk on site.
- Regulatory requirements.
- Operation and maintenance requirements.
- The expected effective lifetime of clothing, equipment, vehicles, and other items.
- Recommendations based on professional judgment, laboratory test results, and field experience.

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4. Training & Personal Protective Equipment

Introduction

Anyone who enters a residential drop-off site must recognize and understand the potential hazards to health and safety associated with the cleanup of that site. Personnel actively involved in operations must be thoroughly familiar with programs and procedures contained in the Site Safety Plan and must be trained to work safely in these areas. Visitors to a site must receive adequate training on hazard recognition and on the site's Standard Operating Procedures to enable them to conduct their visit safely.

The objectives of training programs for employees involved in residential drop-off site activities are:

- To make site workers aware of the potential hazards they may encounter.
- To provide the knowledge and skills necessary to perform the work with minimal risk to site worker health and safety.
- To make site workers aware of the purpose and limitations of safety equipment.
- To ensure that site workers can safely avoid or escape from emergencies.

The level of training provided should be consistent with the worker's job function and responsibilities. The training program should involve instruction in a wide range of health and safety topics. Hands-on instruction should consist of drills in the field that simulate site activities and conditions. Any training program for working around heavy equipment should also incorporate onsite experience under the direct supervision of trained, experienced personnel.

All training information should be presented in clear, concise language. Particularly important information, such as the Standard Operating Procedures, should be provided in writing.

Training

Program Employees should not engage in field activities until they have been trained to a level commensurate with their job function and responsibilities and with the degree of anticipated hazards. General site workers, such as equipment operators, general laborers, technicians, and other supervised personnel, should attend training sessions that apply to their individual jobs and responsibilities, as well as training sessions that provide an overview of the site hazards and the means of controlling those hazards.

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Their training should include instruction in the following subject areas, depending on their individual jobs:

- Site Safety Plan.
- Safe work practices.
- Nature of anticipated hazards.
- Handling emergencies.
- Rules and regulations for vehicle.
- Safe use of field equipment.
- Employee rights and responsibilities.
- Use, care, and limitations of personal protective clothing and equipment.

In addition, general site workers should engage in actual field activities under the direct supervision of a trained, experienced supervisor.

Some site workers who may be exposed to unique hazards or who may occasionally supervise others should receive additional training in the following subject areas:

- Site surveillance.
- Site Safety Plan development.
- Safe use of specialized equipment.
- Topics specific to identified site activities.

Onsite management and supervisors, such as Project Team Leaders, who are responsible for directing others, should receive the same training as the general site workers for whom they are responsible, as well as additional training to enhance their ability to provide guidance and make informed decisions.
This additional training should include:

- Management of residential drop-off site operations.
- Management of the site work zones
- How to communicate with the press and local community.

Health and safety staff with specific responsibilities for health and safety guidance on site should be familiar with the training provided to general site workers and their supervisors, and should receive advanced training in health and safety issues, policies, and techniques.

Visitors to the site (including elected and appointed officials, reporters, senior-level management, and other interested parties) must also receive a briefing on safety. Personal Protective Equipment (PPE)

It is the responsibility of onsite management to make every attempt to provide a hazard free environment to site staff. Any staff member encountering hazardous conditions must be

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protected against any potential hazards. The purpose of PPE is to shield or isolate individuals from physical, biological, or other hazards that may be present on the site.

PPE is designed to protect:

- Eyes
- Face
- Head
- Ears
- Feet
- Hands
- Arms
- Torso

PPE includes a variety of devices and garments to protect site workers from injuries such as

- Safety glasses
- Hard hats
- Safety shoes
- Gloves
- High visibility garments
- Earplugs
- Sun Block

PPE Responsibilities:

- Site Manager
    - Issuing and administering the PPE program and making sure that it satisfies all applicable federal, state and local requirements.
    - Identifying hazards to the eyes, head, hands and feet and prescribing appropriate PPE
    - Ensuring that employees receive training on PPE use

- Supervisors
    - Knowing the hazards in their areas that require PPE
    - Assuring that safe operations are maintained within their departments to prevent injuries to the eyes, face, head, hands and feet.
    - Enforcing PPE use in the areas in which it's required
    - Being knowledgeable about the risk and symptoms of heat exhaustion and hydration.

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- Staff
    - Using PPE when required
    - Properly store and maintain PPE
    - Employees must provide and wear shirts, long pants and construction grade safety toed boots with a defined heel at a minimum. Loose clothing or jewelry (especially rings) should not be worn.
    - Maintaining hydration levels and taking preventative measures against heat exhaustion

Eye and Face Protection

All site staff working in designated work should be required to wear ANSI approved safety glasses to help prevent eye and face injuries, including those resulting from flying particles, liquid chemicals, acids or caustic liquids, or light radiation.

Employees, whose vision requires the use of corrective lenses in spectacles, shall be protected by goggles or spectacles of one of the following types:

- Spectacles whose protective lenses provide optical correction;
- Goggles/Oversized safety glasses designed to fit over corrective spectacles without disturbing the adjustment of the spectacles;
- Goggles that incorporate corrective lenses mounted behind the protective lenses.

All managers and supervisors are responsible for ensuring employees under their charge are following policy. All employees required to eye protection must routinely inspect and properly care for their safety eyewear.

Head Protection

All site staff working in designated work should be required to wear ANSI Type I approved hard hats to help prevent head injuries, including those resulting from falling objects, bumping the head against a fixed object, or electrical shock.

All managers and supervisors are responsible for ensuring employees under their charge are following policy. All employees are responsible for wearing project provided hard hats to comply with policy. All hard hat components should be inspected daily for signs of dents, cracks, penetration and any damage due to impact, rough treatment, or wear, in addition to everyday wear and tear.

Foot Protection

All site staff working in designated work should be required to wear ANSI approved safety shoes to help prevent foot injuries, ankle injuries, slips, and falls.

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All employees who are required to wear safety shoe/boots are responsible for purchasing and wearing safety shoes/boots to comply with policy.
Supervisors are responsible for informing new employees who are assigned to the designated work areas of the safety shoe policy and the procedures for obtaining them. The new site staff member is responsible for reporting to his/her first day of work wearing approved safety shoes.

Hand Protection
All site staff working in areas that may contain hand hazards should be required to wear appropriate gloves. Only gloves that are designated for the particular task will be worn. To prevent employees from getting caught on equipment.

Employees performing the following work should be required to wear physical protective gloves such as leather or heavy canvas:

- General site activities & debris handling, working with tools, etc.
- Employees performing the following work should be required to wear cut resistant gloves such as paw guard or gloves made with high tech fibers to resist cuts
- Cutting with a knife or handling sharp objects.

All managers and supervisors are responsible for ensuring employees under their charge are in compliance with policy. All employees who perform job tasks requiring hand protection are responsible for wearing company provided gloves to comply with policy.

Safety Vests
All site staff working on any site that requires working within a roadways right-of-way are required to wear orange safety vests. Orange vests must be worn due to the fact that the reflective strips can be seen even under adverse conditions.

All managers and supervisors are responsible for ensuring employees under their charge are in compliance with policy. All staff members required to wear safety vests must routinely inspect and properly care for their vests.

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Heat Exhaustion and Hydration

It is important that all staff maintain a healthy level of hydration for the duration of the project. By taking the necessary steps to protect themselves, employees may mitigate their chances of falling ill from the heat.

- Wear lightweight, light-colored, loose-fitting clothing, and a wide-brimmed hat.
- Use a sunscreen with an SPF of 30 or more.
- Drink extra fluids. To prevent dehydration, drink plenty of water, fruit juice, or vegetable juice per day. Because heat-related illness also can result from salt depletion, it may be advisable to substitute an electrolyte-rich sports drink for water during periods of extreme heat and humidity. Ask your doctor about the best types of fluid and how much you should be drinking.
- A general recommendation for those doing moderate- to high-intensity exercise is to drink 17 to 20 ounces of fluid two to three hours before exercise, and consider adding another eight ounces of water or sports drink right before exercise. During exercise, you should consume another seven to ten ounces of water every 20 minutes, even if you don't feel thirsty. Also, drink another 8 ounces within a half hour after exercise. Take additional precautions when exercising or working outdoors.
- Avoid fluids containing either caffeine or alcohol, because both substances can make you lose more fluids and worsen heat exhaustion. If you have epilepsy or heart, kidney, or liver disease, are on a fluid-restricted diet, or have a problem with fluid retention, check with your doctor before increasing liquid intake.

Cleaning and Maintenance

It is important that all PPE be kept clean and properly maintained by the site staff to whom it is assigned. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE is to be inspected, cleaned, and maintained by staff at regular intervals as part of their normal job duties so that the PPE provides the requisite protection.

Supervisors are responsible for ensuring compliance with cleaning responsibilities by the employees. If a piece of PPE is in need of repair or replacement it is the responsibility of the staff member to bring it to the immediate attention of the Site Safety Officer. It is against work rules to use PPE that is in disrepair or not able to perform its intended function.

5. Site Characterization

Introduction

Site characterization provides the information needed to identify site hazards and to select vehicular transit methods. The more accurate, detailed, and comprehensive the information

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available about a site, the more traffic patterns can be tailored to the actual traffic volume anticipated at the site.

The person with primary responsibility for site characterization and assessment is the Project Team Leader. In addition, outside experts, such as environmental engineers may be needed to accurately and fully interpret all the available information on site conditions.

Site characterization generally proceeds in three phases:

- Prior to site entry, conduct offsite characterization: gather information about potential sites, anticipated volumes and local traffic patterns and possible bottlenecks.
- Next, conduct onsite surveys of potential sites.
- Once the site has been determined safe for commencement of activities, perform ongoing monitoring to provide a continuous source of information about site conditions.

It is important to recognize that site characterization is a continuous process. At each phase of site characterization, information should be obtained and evaluated to define any hazards that the site may pose and any environmental concerns that may exist. This assessment can then be used to develop a safety and health plan for the next phase of work. In addition to the formal information gathering that takes place during the phases of site characterization described here, all site personnel should be constantly alert for new information about site conditions.

The sections below detail the three phases of site characterization and provide a general guide which should be adapted to meet the specific situation. Within each phase of information gathering, the most appropriate sequence of steps should be determined, particularly if there are time or budget considerations that limit the scope of the work. Wherever possible, all information sources should be pursued.

Onsite Survey

The purpose of an onsite survey is to verify and supplement information from the offsite characterization. Priorities should be established for environmental assessment and site activities after careful evaluation of probable conditions. Because team members may be entering a largely unknown environment, caution and conservative actions are appropriate. The composition of the entry team depends on the site characteristics but should always consist of at least two persons.

Upon entering the site, entry personnel should:

- Note any safety hazards. Consider:
    - Conditions of site structures.
    - Obstacles to entry and exit.
    - Terrain homogeneity.

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    - Terrain stability.
- Note land features.
- Note the presence of any potential naturally occurring skin irritants or dermatitis-inducing agents, for example:
    - Poison ivy.
    - Poison oak.
    - Poison sumac.
- Collect samples:
    - Drainage ditches.
    - Soil (surface and subsurface).
    - Streams and ponds.
    - Ground water

Information Documentation

Proper documentation and document control are important for ensuring accurate communication; ensuring the quality of the data collected and providing the rationale for safety decisions.

Documentation can be accomplished by recording information pertinent to field activities, sample analysis, and site conditions in one of several ways, including:

- Logbooks.
- Field data records.
- Graphs.
- Photographs.
- Assessment Documents.

These documents should be controlled to ensure that they are all accounted for when the project is completed. The task of document control should be assigned to one individual on the project team and should include the following responsibilities:

- Listing each document in a document inventory.
- Collecting all documents at the end of each work day.
- Filing all documents in a central file at the completion of the project.

Field personnel should record all site activities and observations in a field logbook with the date clearly recorded on each page. Entries should be made during or just after completing a task to ensure thoroughness and accuracy. Digital photographs can be an accurate, objective addition to a field worker's written observations. For each photograph taken, the following information should be recorded in the field logbook:

- Date, time, and name of the drop-off site.
- Name of the staff member taking the photo.
- Location of the subject within the site.

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- General compass direction of the orientation of the photograph.
- General description of the subject.

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6. Site Control

Introduction

The purpose of site control is to minimize potential contamination of workers, protect the public from the site's hazards, and prevent vandalism. Site control is especially important in emergency situations. This chapter describes the basic components of a program to control the activities and movements of people and equipment at a hazardous waste site.

Several site control procedures can be implemented to reduce worker and public exposure to chemical, physical, biologic, and safety hazards:

- Compile a site map.
- Prepare the site for subsequent activities.
- Establish work zones.
- Establish site security measures.
- Enforce safe work practices.

The degree of site control necessary depends on site characteristics, site size, and the surrounding community. The site control program should be established in the planning stages of a project and modified based on new information and site assessments. The appropriate sequence for implementing these measures should be determined on a site-specific basis.

Site Map

A site map showing topographic features, drainage, and the location of buildings is helpful in:

- Planning activities.
- Assigning personnel.
- Identifying ingress and egress routes.
- Identifying areas of the site that require possible use of personal protective equipment.
- Supplementing the daily safety and health briefings of the field teams.

The map should be updated throughout the course of site operations to reflect:

- Accidents.
- Changes in site activities.
- Emergencies.
- Hazards not previously identified.

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Site Preparation

Time and effort must be spent in preparing a site for the cleanup activity to ensure that response operations go smoothly and that worker safety is protected.

- Construct roadways to provide ease of access and a sound roadbed for heavy equipment and vehicles.
- Arrange traffic flow patterns to ensure safe and efficient operations.
- Eliminate physical hazards from the work area as much as possible, including:
    - Ignition sources in flammable woody areas.
    - Exposed or ungrounded electrical wiring and low overhead wiring that may entangle equipment.
    - Sharp or protruding edges, such as glass, nails, and torn metal, which can puncture clothing and equipment and inflict wounds.
    - Debris, holes, loose steps or flooring, protruding objects, slippery surfaces, or unsecured railings, which can cause falls, slips, and trips.
    - Debris and weeds that obstruct visibility.
- Install skid-resistant strips and other anti-skid devices on slippery surfaces.
- Provide adequate illumination for work activities.
- Install all wiring and electrical equipment in accordance with the National Electric Code. Site Security

Site security is necessary to:

- Prevent the exposure of unauthorized, unprotected people to site hazards.
- Avoid the increased hazards from vandals or persons seeking to abandon other wastes on the site.
- Prevent theft.
- Avoid interference with safe working procedures.

To maintain site security during working hours:

- Maintain security at Access Control Points.
- Establish an identification system to identify authorized persons and limitations to their approved activities.
- Assign responsibility for enforcing authority for entry and exit requirements.
- Erect a fence or other physical barrier around the site.
- If the site is not fenced, post signs around the perimeter.

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Traffic Control

Below is an example site traffic control pattern. As can be seen in the layout it is recommended that the site have one or more flagmen at both the entrance and exit (ingress and egress) to the site for the safety of the residents entering the site.

It is also highly recommended that there be one or more flagmen stationed at the unloading area to assist residents with backing of their vehicles/trailers, and with exiting the unloading area.

Safe Work Practices

To maintain a strong safety awareness and enforce safe procedures at a site, a list of standing orders should be developed which state the practices that must always be followed on site. Sample standing orders are given to ensure that everyone who enters the site is aware of these orders and that a high degree of familiarity with their content is maintained, the list should be:

- Distributed to everyone who enters the site.
- Posted conspicuously at the Command Post.
- Posted conspicuously at the entrance Access Control Points.
- Reviewed by the Field Team Leader or Project Team Leader with the field crew at the beginning of each workday. In this way, personnel are immediately informed of any new standing orders resulting from a change in site conditions or work activities.

Daily safety meetings should be held for all employees working with tools and heavy equipment is a major hazard at sites. Injuries can result from equipment hitting or running over personnel, impacts from flying objects and burns from hot objects. The following precautions will help preclude injuries due to such hazards:

- Train personnel in proper operating procedures.
- Install adequate onsite roads, signs and lights.
- Install appropriate equipment guards and engineering controls on tools and equipment. These include rollover protective structures, seat belts, emergency shutoff in case of rollover, and backup warning lights and signals.
- Use equipment and tools that are intrinsically safe and not capable of sparking, and pneumatically and hydraulically driven equipment.
- Where portable electric tools and appliances can be used, use three-wire grounded extension cords to prevent electric shocks.
- In hydraulic power tools, use fire-resistant fluid that is capable of retaining its operating characteristics at the most extreme temperatures.
- At the start of each workday, inspect brakes, hydraulic lines, light signals, fire extinguishers, fluid levels, steering, and splash protection.
- Keep all non-essential people out of the work area.
- Prohibit loose-fitting clothing or loose long hair around moving machinery.
- Keep cabs free of all non-essential items and secure all loose items.

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- Do not exceed the rated load capacity of a vehicle.
- Instruct equipment operators to report to their supervisor(s) any abnormalities such as equipment failure, oozing liquids, unusual odors, etc.
- When an equipment operator must negotiate in tight quarters, provide a second person to ensure adequate clearance.
- Have a signalman direct backing as necessary.
- Refuel in safe areas. Do not fuel engines while vehicle is running.
- Prohibit ignition sources near a fuel area.
- Lower all blades and buckets to the ground and set parking brakes before shutting off the vehicle.
- Implement an ongoing maintenance program for all tools and equipment. Inspect all tools and moving equipment regularly to ensure that parts are secured and intact with no evidence of cracks or areas of weakness, that the equipment turns smoothly with no evidence of wobble, and that it is operating according to manufacturer's specifications. Promptly repair or replace any defective items. Keep maintenance and repair logs.
- Store tools in clean, secure areas so that they will not be damaged, lost, or stolen.

Resident Identification Requirements

Access to the site shall be provided to all residential members of the community. Proof of residency should be verified utilizing a recognized means of identification, such as a utility bill or driver's license.

Utilization of the residential drop-off site should be restricted to non-commercial, residential members of the community.

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7. Site Emergencies

Introduction

The nature of work at residential drop-off sites makes injuries a continual possibility, no matter how infrequently they may actually occur. Injuries happen quickly and unexpectedly and may require immediate response. At a residential drop-off site, an emergency may be as limited as a worker experiencing heat stress, or as vast as a debris pile fire which may threaten the local community.

Causes of Emergencies at Hazardous Waste Sites:

Worker-Related

- Minor accidents (slips, trips, falls).
- Exposure to unauthorized compounds brought to site during drop-off process.
- Medical problems (host stress, heat stroke, aggravation of pre-existing conditions).
- Physical injury (injuries from hot or flying objects, loose clothing entangling in machinery, serious falls, vehicle accidents).
- Electrical (burns, shock, electrocution).

Waste-Related

- Fire.
- Injury from thorns.
- Pile collapse
- Discovery of dangerous materials.

Site emergencies are characterized by their potential for complexity, Hazards may potentiate one another. Personnel attempting to assist an injured worker may themselves become the victim. This variability means that advanced planning, including anticipation of different emergency scenarios and thorough preparation for contingencies, is essential to protect worker and community health and safety.

Planning

When an emergency occurs, decisive action is required. Rapidly made choices may have far reaching, long-term consequences. Delays of minutes can create life-threatening situations. Personnel must be ready to immediately respond; equipment must be on hand and in good working order. In order to handle emergencies effectively, planning is essential. For this purpose, a Contingency Plan should be developed.

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A Contingency Plan is a written document that sets forth policies and procedures for responding to site emergencies. It should incorporate the following:

- Personnel:
    - Roles.
    - Lines of authority.
    - Training.
- Site:
    - Mapping.
    - Security and control.
    - Refuges.
- Medical/first aid.
- Equipment.
- Emergency procedures.
- Documentation.
- Reporting.

Overall, a Contingency Plan should:

- Be designed as a discrete section of the Site Safety Plan.
- Be compatible and integrated with the disaster, fire, and emergency plans of local, state, and federal agencies.
- Be reviewed periodically in response to new or changing site conditions or information.

Personnel

The Contingency Plan should identify all individuals and teams who will participate in emergency response and define their roles. All personnel, whether directly involved in emergency response or not, should know their own responsibilities in an emergency. They must also know the names of those in authority, and the extent of that authority.

<u>Leader</u>

In an emergency situation, one person must be able to assume total control and decision making on site. This leader must:

- Be identified in the emergency response plan. This person may be, for example, the Project Team Leader, Site Safety Officer, or Site Team Leader.
- Be backed up by a specified alternate(s).
- Have the authority to resolve all disputes about health and safety requirements and precautions.
- Be authorized to seek and purchase supplies as necessary.
- Have control over activities of everyone entering the site, for example, municipal representatives, fire departments, and police.
- Have the clear support of management.

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Teams

Although individuals (e.g., the Site Safety Officer) may perform certain tasks in emergencies, in most cases teams provide greater efficiency and safety. Teams composed of onsite personnel may be created for specific emergency purposes, such as CPR and first aid.

Training

Since immediate, informed response is essential in an emergency, all site personnel must have some level of emergency training. Any training program should:

- Relate directly to site-specific, anticipated situations.
- Be brief and repeated often.
- Be realistic and practical.
- Provide an opportunity for special skills to be practiced.
- Ensure that training records are maintained in a training logbook.

Everyone entering the site must be made aware of the hazards and of hazardous actions which are forbidden or should be avoided (e.g., smoking). They must also know what to do in case of an emergency.

Personnel without defined emergency response roles should receive a level of training that includes at a minimum:

- Hazard recognition.
- Standard Operating Procedures.
- Signaling an emergency: how to summon help, what information to give and who to give it to.
- Egress routes and refuges.
- The person or station to report to when an alarm sounds.

Onsite emergency personnel, who have emergency roles in addition to their ordinary duties, must have a thorough understanding of emergency response. Training should be directly related to their specific roles and should include subjects such as:

- Emergency chain-of-command.
- Communication methods and signals.
- How to call for help.
- Emergency equipment and its use.
- Handling of injured personnel.
- Offsite support and how to use it.

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These personnel should obtain certification in first aid and CPR, and practice treatment techniques regularly, with an emphasis on:

- Recognizing and treating physical injuries.
- Recognizing and treating heat and cold stress.

Emergency Recognition and Prevention

On a day-to-day basis, individual personnel should be constantly alert for indicators of potentially hazardous situations and for signs and symptoms in themselves and others that warn of hazardous conditions. Rapid recognition of dangerous situations can avert an emergency.

Before daily work begins, regular meetings should be held. After daily work assignments, a debriefing session should be held to review work accomplished and problems observed.

Site Mapping

Detailed information about the site is essential for advanced planning. For this purpose, a site map is a valuable tool. It serves as a graphic record of the locations and types of hazards, a reference source, and a method of documentation. This map can be a duplicate of the one developed for the Site Safety Plan, but it should focus on potential areas where emergencies may develop. The map can be used to mark changes in personnel deployment, hazard areas, and equipment locations. The map should highlight:

- Hazard areas.
- Site terrain: topography, buildings, barriers.
- Ingress and egress routes.
- Site accessibility.
- Work crew locations.
- Changes (e.g., work activities, vandalism, accidents).

The map can be used for planning and training. It can serve as a basis for developing potential emergency scenarios and alternative response strategies. When an emergency occurs, the problem areas should be pinpointed on the map. Pertinent information such as weather and wind conditions, temperature, and forecast should be added. The map can then be used to design the emergency plan, e.g., to define zones and identify emergency first aid stations. When using the map for such purposes, the accuracy of the data obtained and the potential for over or underestimating a hazard should be considered.

Even if the emergency develops so fast that the map cannot be used for on-the-spot planning, prior familiarity with it will aid in making informed decisions.

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Notification

Response operations usually follow a sequence that starts with the notification of trouble and continues through the preparation of equipment and personnel for the next emergency.

Alert personnel to the emergency:

- Notify personnel.
- Stop work activities if necessary.
- Lower background noise in order to speed communication.
- Begin emergency procedures.

Notify onsite emergency response personnel about the emergency and include essential information:

- What happened.
- Where it happened.
- Whom it happened to.
- When it happened.
- How it happened.
- The extent of damage.
- What aid is needed.

Follow-Up

Before normal site activities are resumed, personnel must be fully prepared and equipped to handle another emergency.

- Notify appropriate government agencies as required. For example, OSHA must be notified if there have been any fatalities or five or more hospitalizations.
- Restock all equipment and supplies. Replace or repair damaged equipment. Clean and refuel equipment for future use.
- Review and revise all aspects of the Contingency Plan according to new site conditions and lessons learned from the emergency response. When reviewing the information, consider typical questions such as:
    - Cause: What caused the emergency?
    - Prevention: Was it preventable? If so, how?
    - Procedures: Were inadequate or incorrect orders given or actions taken? Were these the result of bad judgment, wrong or insufficient information, or poor procedures? Can procedures or training be improved?
    - Site profile: How does the incident affect the site profile? How are other site activities affected?
    - Community: How is community safety affected?
    - Liability: Who is liable for damage payments?

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Documentation

The Project Team Leader should initiate the investigation and documentation of the incident. This is important in all cases, but especially so when the incident has resulted in personal injury, onsite property damage, or damage to the surrounding environment. Documentation may be used to help avert recurrences, for assessment of liability by insurance companies, and for review by government agencies.

- Methods of documenting can include a written transcript made during the emergency or a bound field book with notes. The document must be:
- Accurate: All information must be recorded objectively.
- Authentic: A chain-of-custody procedure should be used. Each person making an entry must date and sign the document. Keep the number of documenters to a minimum (to avoid confusion and because they may have to give testimony at hearings or in court). Nothing should be erased. If details change or revisions are needed, the person making the notation should mark a horizontal line through the old material and initial the change.
- Complete: At a minimum, the following should be included:
    - Chronological history of the incident.
    - Facts about the incident and when they became available.
    - Title and names of personnel; composition of teams.
    - Actions: decisions made and by whom; orders given: to whom, by whom, and when; and actions taken: who did what, when, where, and how.
    - History of all injuries or illnesses during or as a result of the emergency.

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Generic Site Safety Plan

Provided here is a generic plan based on a plan developed by the U.S. Coast Guard for responding to hazardous chemical releases.1 This generic plan can be adapted for designing a Site Safety Plan for residential drop-off site operations, It is not all inclusive and should only be used as a guide, not a standard.

A. SITE DESCRIPTION

Date _____ Location_____
Hazards_____
_____
_____
Area affected _____
_____
_____
Topography_____
_____
_____

Additional information_____
_____
_____

B. ONSITE ORGANIZATION AND COORDINATION - The following personnel are designated to carry out the stated job functions on site. (Note: One person may carry out more than one job function.)

PROJECT TEAM LEADER _____
SITE SAFETY OFFICER _____
PUBLIC INFORMATION OFFICER _____
RECORDKEEPER _____
SITE TEAM LEADERS _____
_____
SITE TEAM MEMBERS _____
_____
_____
_____

All personnel arriving or departing the site should log in and out with the Record-keeper. All activities on site must be cleared through the Project Team Leader.

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A. **SITE CONTROL**

(Name of individual) has been designated to coordinate access control and security on site.
The site Command Post and staging area have been established at _____

_____

Ingress and egress points have been established at _____

_____

The following hazards are expected on site: _____

_____

D. SITE SAFETY AND HEALTH PLAN

1. (Name of individual) is the designated Site Safety Officer and is directly responsible to the Project Team Leader for safety recommendations on site.

2. Emergency Medical Care
   (names of qualified personnel) are the qualified First Aid/CPR on site.
   (medical facility name) at (insert address) , located (minutes) from this location, the potential hazards, and the substances involved. A map of alternative routes to this facility is available at (normally Command Post).

   Local ambulance service is available from _____ at phone _____
   Their response time is _____ minutes.
   First-aid equipment is available on site at the following locations: _____

   _____

   First-aid kit/AED unit _____
   List of emergency phone numbers:

Agency/Facility	**Phone**	**Contact**
Police	_____	_____
Fire	_____	_____
Hospital	_____	_____

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Attachment 3
Critical Roadways

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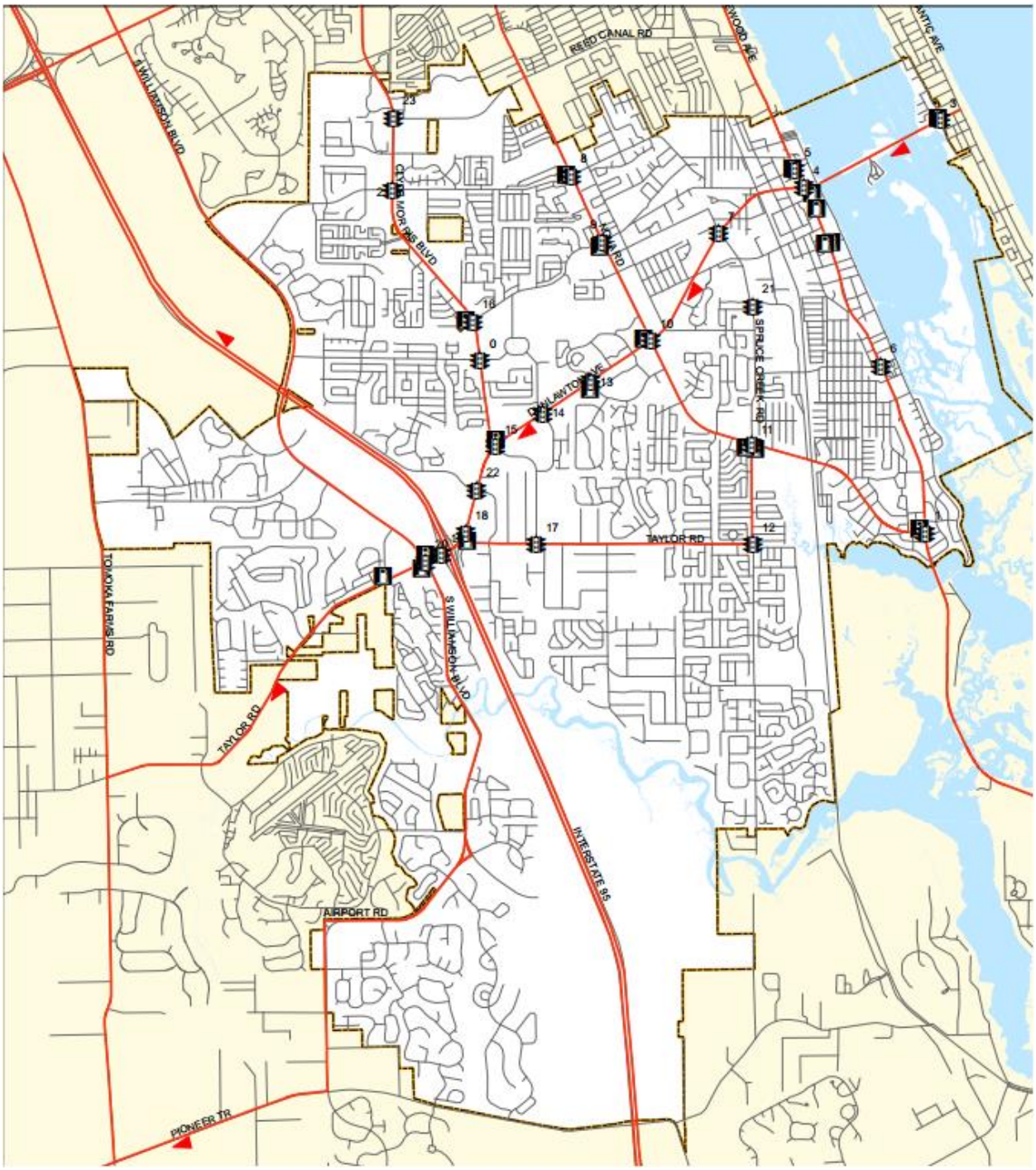
REED CANAL RD
N WILLIAMSON BLVD
CLYDE MORRIS BLVD
SPRUCE CREEK RD
TAYLOR RD
TOMOKA FARMS RD
S WILLIAMSON BLVD
AIRPORT RD
INTERSTATE 95
PIONEER TR

Attachment 4
PPDR Ordinance

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Attachment 5
Debris Load Tickets

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Debris Load Tickets

Traditionally, load tickets have been carbon paper tickets with multiple copies generated for one load of debris. FEMA 325, Debris Management Guide stipulates that "More advanced tools have been developed and used in the field to reduce human error and expedite funding." Debris load tickets are necessary for potential reimbursement from FEMA to the local government. Regardless of the type of recording system (paper or electronic) utilized the following are the minimum load ticket data elements required for FEMA reimbursement.

	Monitor Ticket Responsibilities	
Load Ticket Information	Collection Point Monitor	DMS or Landfill Monitor
Preprinted Ticket Number	NOT APPLICABLE	
Contract Number	X	
Prime contractor's name	X	
Date	X	
Truck Number	X	
Truck Driver's Name	X	
Vegetation	X	
Construction & Demolition	X	
White Goods	X	
Household Hazardous Waste	X	
Other (required to be described applicable)	X	
Load Location	GPS or Address Preferred	
Loading Date/Time Departure from collection location	X	
Loading Site Monitor name/signature	X	
Truck Capacity in cubic tons or tons		X
Load Size		X
Unloading Location		X
Unloading date/time (arrival at site)		X
Unloading site monitor name/sig		X

It is critical that the debris load ticket is legibly written and that all the information fields are completed. The Loading Site QA Monitor is responsible for completing the contractor name, truck driver name, the certified cubic yards, the pick-up location and type of road (City, federal, or municipal), the type of debris, the departure time and date, and monitor signature. The Loading Site QA Monitor keeps a copy and gives the driver all other copies. The driver takes the load to the DMS and gives the remaining copies to the DMS QA Monitor. The QA Monitor estimates the cubic yardage of the load, completes the ticket and retains a copy, then gives the driver a copy. The debris contractor typically has its own staff at the tower who collects the remaining copies; otherwise tickets will be retained by the Disposal Site QA Monitor for collection by the Debris Contractor.

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Tickets should be reviewed by the Disposal Site QA Monitor for quality assurance purposes and if an issue arises, the Disposal Site QA Monitor will note the Loading Site QA Monitor's name and provide the information to the QA Supervisor (although this isn't always possible due to the large numbers of trucks entering the DMS). A second quality assurance phase is conducted during data entry at the end of the day (or overnight) and Disposal Site QA Monitor staff can provide the Operations Supervisor / QA Supervisors with details concerning any missing information. Timely feedback to field staff prevents future problems.

Because both day and night shifts may be operating, the debris tickets need to reflect AM and PM or utilize a 24-hour clock method to note time. The debris tickets can include a simple check box for AM / PM or monitors need to understand how to express the 24-hour clock.

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Attachment 6
Flood Zone Map

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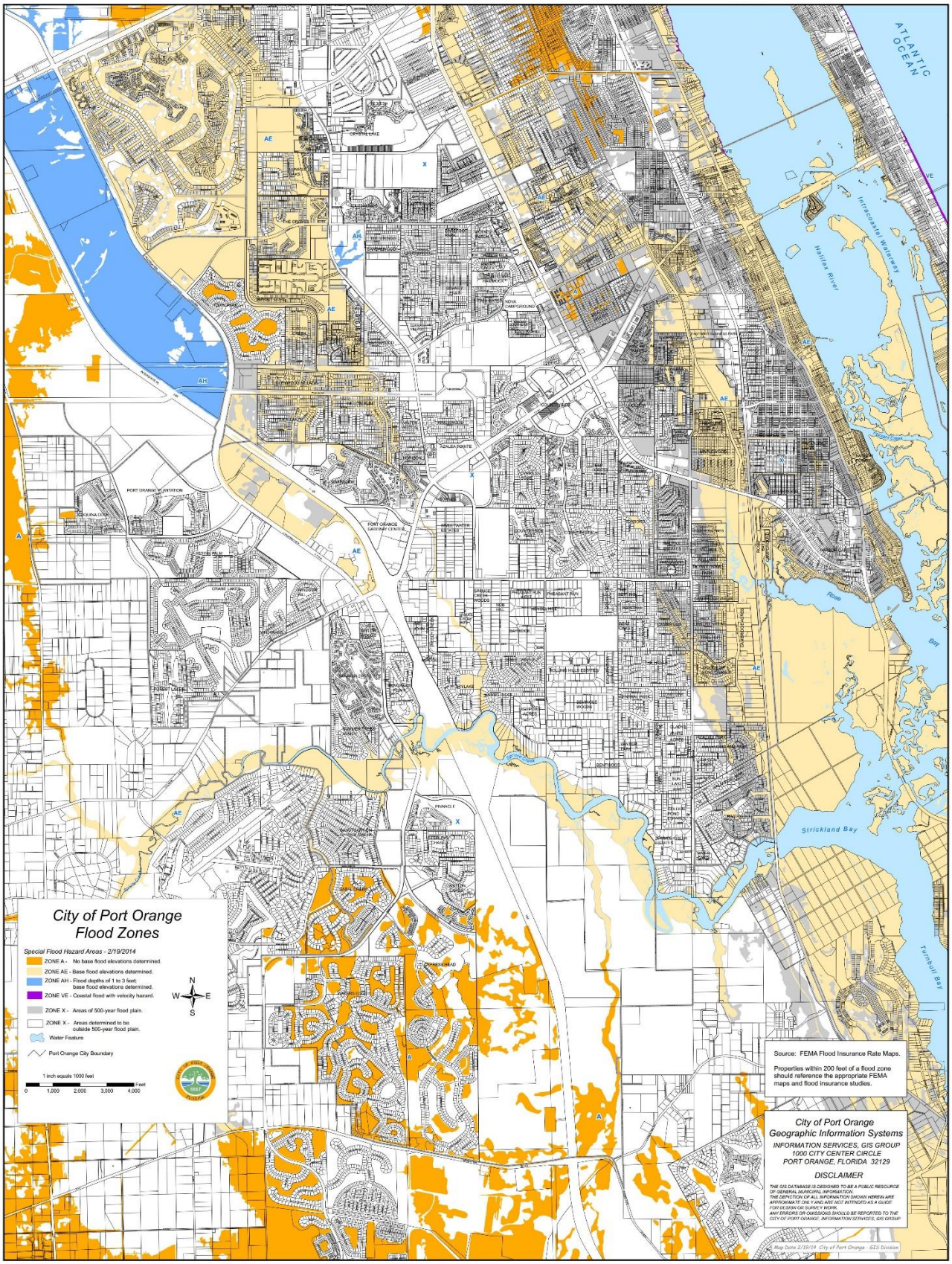
City of Port Orange
Flood Zones
Special Flood Hazard Areas - 2/19/2014
ZONE A - No base flood elevations determined.
ZONE AE - Base flood elevations determined.
ZONE AH - Flood depths of 1 to 3 feet; base flood elevations determined.
ZONE VE - Coastal flood with velocity hazard.
ZONE X - Areas of 500-year flood plain.
ZONE X - Areas determined to be outside 500-year flood plain.
Water Feature
Port Orange City Boundary
1 inch equals 1000 feet
0 1,000 2,000 3,000 4,000 Feet
N
W E
S
ATLANTIC OCEAN
Intracoastal Waterway
Halifax River
Rose Bay
Strickland Bay
Turnbull Bay
Source: FEMA Flood Insurance Rate Maps.
Properties within 200 feet of a flood zone should reference the appropriate FEMA maps and flood insurance studies.
City of Port Orange
Geographic Information Systems
INFORMATION SERVICES, GIS GROUP
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA 32129
DISCLAIMER
THE GIS DATABASE IS DESIGNED TO BE A PUBLIC RESOURCE OF GENERAL MUNICIPAL INFORMATION. THE DEPICTION OF ALL INFORMATION SHOWN HEREIN ARE APPROXIMATE ONLY AND ARE NOT INTENDED AS A GUIDE FOR DESIGN OR SURVEY WORK. ANY ERRORS OR QUESTIONS SHOULD BE REPORTED TO THE CITY OF PORT ORANGE, INFORMATION SERVICES, GIS GROUP.
Map Date 2/19/14 - City of Port Orange - GIS Division

Attachment 7
USACE Debris Estimation Model

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Estimated Debris Quantities

Population: 58,742

		Units	Category 1	Category 2	Category 3	Category 4	Category 5
Single Family Homes Affected (=Pop./3)	19581		19580.667	19580.6667	19580.66667	19580.667	19580.667
Category Factor		C	2	8	26	50	80
Vegetation Factor		V	1.5	1.5	1.5	1.5	1.5
Commercial Density		B	1.2	1.2	1.2	1.2	1.2
Precipitation		S	1.3	1.3	1.3	1.3	1.3
Q = H(C)(V)(B)(S)		CY	91,638	366,550	1,191,288	2,290,938	3,665,501

Debris Reduction Site Requirements

1 Acre (ac)	4849						
10 Feet Stack Height	3.3						
Total Volume per Acre	16001.7						
Q		CY	91,638	366,550	1,191,288	2,290,938	3,665,501
Acres Required		ac	6	23	74	143	229
Road Buffers, etc.	1.66	ac	10	38	124	238	380
Square Miles Required	640	Sq. Miles	0.0	0.1	0.2	0.4	0.6