



REGULAR CITY COUNCIL MEETING

7:00 PM – COUNCIL CHAMBERS – CITY HALL

DECEMBER 1, 2020

AGENDA

ALL CITIZENS DESIRING TO ADDRESS THE PORT ORANGE CITY COUNCIL DURING CITIZEN PARTICIPATION SHOULD COMPLETE A SPECIAL APPLICATION FORM WHICH IS LOCATED ON THE STANDS OUTSIDE THE COUNCIL CHAMBERS. AFTER COMPLETING THE FORM, PRESENT IT TO THE CITY CLERK.

A. OPENING

1. Invocation by Pastor Scott Kirschner of Christ the King Community Church
2. Pledge of Allegiance
3. Swearing-In Ceremony by Judge Chris Kelly
4. Roll Call
5. Election of Vice Mayor
6. Appointments to Council Committees for 2021

B. SPECIAL AWARDS, REPORTS, RECOGNITION AND PROCLAMATIONS

7. Awards ceremony for Police Department

C. TOWN CENTER CRA & CITY COUNCIL JOINT MEETING

D. CONSENT AGENDA

8. Public Comments on Consent Agenda Items Only
9. Agenda Approval
10. Approval of Minutes
 - a. November 17, 2020 - Regular City Council Meeting
11. Approval of the 2021 City Council Meeting Calendar
12. Adoption of the 2021 Public Hearing and Development Review Calendars
13. Resolution No. 20-60 - Approval of Comprehensive Emergency Management Plan
14. Resolution No. 20-68 - Authorization for Mayor and City Manager to sign TD Bank Signature Form

15. City Attorney's Report for Potential Special Legal Counsel during FY2021

E. BOARD APPOINTMENTS

16. Fire Pension Board Appointment

F. CITIZEN PARTICIPATION (Non-Agenda – 20 minutes)

G. COUNCIL COMMENTS

17. Comments/Concerns from Council Members

H. PUBLIC HEARING

18. Second Reading - Ordinance No. 2020-34 - 20-2 Large Scale Future Land Use Amendment/3835 Clyde Morris Boulevard (Osprey Point Apartments)

19. Second Reading - Ordinance No. 2020-35 - Rezoning/3835 Clyde Morris Boulevard (Osprey Point Apartments)

20. Second Reading - Ordinance No. 2020-38 - Animal Control Ordinance Amendment - Re: Adequate Shelter and Anti-tethering

I. REGULAR AGENDA

21. Discussion on Interim City Manager Compensation

22. Discussion of YMCA Rent Deferral Agreement

J. ADDITIONAL ITEMS

23. City Attorney

24. City Manager

K. COUNCIL COMMITTEE REPORTS

25. City Council Committee Reports

a. Fire Pension Board (Meeting held 11/16/2020)

b. Police Pension Board (Meeting held on 11/19/2020)

c. River to Sea TPO

L. ADJOURNMENT

NOTICES – PURSUANT TO SECTION 286.0105 OF THE FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT THIS PUBLIC MEETING OR HEARING, SUCH PERSON WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT, FOR SUCH PURPOSE, SUCH PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE



Regular City Council Meeting

12/1/2020

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PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE CITY DOES NOT PREPARE OR PROVIDE SUCH A RECORD.

FOR SPECIAL ACCOMMODATIONS, PLEASE NOTIFY THE CITY CLERK'S OFFICE (PHONE: 386-506-5563) 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 OR HEARING DATE.



HELP FOR THE HEARING IMPAIRED IS AVAILABLE THROUGH THE ASSISTIVE LISTENING SYSTEM RECEIVERS CAN BE OBTAINED FROM THE CITY CLERKS' OFFICE.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), 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, 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 OR HEARING DATE. IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 7-1-1 or 1-800-955-8771.

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 12/1/2020

Consent item: No

SUBJECT: (A5) Election of Vice Mayor

DEPARTMENT: City Clerk

GOAL:

RECOMMENDED MOTION: Move to elect a Vice Mayor for 2019 and authorize the City Clerk to amend related contact information as necessary.

SUMMARY: In accordance with Article III, Section 3.03 of the City Charter: "The vice mayor shall be elected at the first meeting of the newly elected council after the regular city elections; and, in nonelection years, at the first regular council meeting in January and commencing in 2007 at the first regular council meeting in December. The vice mayor shall act as mayor during the absence or disability of the mayor. In case of death, resignation, or removal of the mayor, the vice mayor shall serve as mayor for the remaining unexpired term of such office. The council vacancy left by the vice mayor shall be filled as provided in section 3.05(c). A vice mayor shall be elected by the council from its members either before or after the filling of the council vacancy as provided in the preceding sentence. In all instances, the vice mayor shall be elected by the affirmative vote of the majority of the council."

Project No.: Funding Account No.:

Presenter:

ATTACHMENTS:

Robin Fenwick

Created/Initiated - 11/10/2020



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 12/1/2020

Consent item: No

SUBJECT: (A6) Appointments to Council Committees for 2021

DEPARTMENT: City Clerk

GOAL:

RECOMMENDED MOTION:

SUMMARY: Below is a listing of committees and the current Council Member assigned to each committee:

ArtHaus – Council Member Marilyn Ford
General Employees Retirement Trust Fund – Council Member Scott Stiltner
River to Sea Transportation Planning Organization – Council Member Scott Stiltner
Municipal Firefighters Pension Board – Council Member Marilyn Ford
Municipal Police Officers Retirement Trust – Council Member Drew Bastian
Port Orange-South Daytona Chamber of Commerce – Mayor Don Burnette
Roundtable of Elected Officials - Mayor Don Burnette
First Step - Council Member Chase Tramont

Appointments will need to be made for service on these committees for 2021.

Project No.: Funding Account No.:

Presenter: Jake Johansson

ATTACHMENTS:

Robin Fenwick

Created/Initiated - 11/10/2020



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 12/1/2020

Consent item: No

SUBJECT: (B7) Awards ceremony for Police Department

DEPARTMENT: Police Services

GOAL:

RECOMMENDED MOTION:

SUMMARY: 1. Event-Medical call in Doris Leaper Preserve

Citizen Commendation (2)

Erol N. Tugrul

Michael S. Bramson

Award of Mert (2)

Officer Michael Guillerm

Officer Thomas Yovanovich

Project No.: Funding Account No.:

Presenter: Thomas Grimaldi

ATTACHMENTS:

Beth Unruh

William Proctor

Thomas Grimaldi

Jamie Miller

Robin Fenwick

Created/Initiated - 10/16/2020

Approved - 10/16/2020

Approved - 10/16/2020

Approved - 10/19/2020

Final Approval - 10/21/2020

REGULAR CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS – CITY HALL
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA
NOVEMBER 17, 2020

THE REGULAR CITY COUNCIL MEETING of the City of Port Orange was called to order by Mayor Donald O. Burnette at 6:30 p.m.

Silent Invocation

Pledge of Allegiance

Roll Call

Present:

Council Member Marilyn Ford
Council Member Chase Tramont
Council Member Scott Stiltner
Vice Mayor Drew Bastian
Mayor Donald Burnette

Also Present:

City Manager Jake Johansson
City Attorney Matthew Jones
City Clerk Robin Fenwick

PROCLAMATIONS & RECOGNITION

4. Awards ceremony for Police Department

Thomas Grimaldi, Police Chief, provided recognition to several officers for their work on an investigation. Council thanked them for their hard work.

5. Purple Heart City Proclamation

Mayor Don Burnette presented the proclamation to Commander Rolf Mattar.

CONSENT AGENDA

6. Public Comments on Consent Agenda Items Only

There were none.

7. Agenda Approval

There were no changes requested by Council.

Motion to approve the Agenda as presented was made by Council Member Marilyn Ford and Seconded by Council Member Chase Tramont.

Motion carried unanimously by voice vote.

8. Approval of Minutes

a. November 4, 2020 - Regular City Council Meeting

b. November 10, 2020 - Special City Council Meeting

9. Bid Awards and Contract Items

a. Award of Contract to AG Pifer for ITB 20-15 Parks Maintenance building

b. Approval of Change Order #2 to Task Authorization #10 to DJ Design

Contract for Interior Design Services for the REC

c. Approval of Seventh Amendment to Agreement Between the City of Port Orange and the County of Volusia Regarding the Provision of Fire Suppression Services to a Certain Service Area

10. Resolution No. 20-22 - Approval of Grant Agreement for \$225,840 from U.S. Department of Housing and Urban Development Community Development Block Grant Coronavirus Funds

11. Resolution No. 20-65 - Budget Appropriation - FY20 Budget Execution Review - Final Year End True-Up

12. Resolution No. 20-67 - Correction/Appropriation for FY21 Operating and Capital Budget

13. Resolution No. 20-69 - Budget Resolution to appropriate funds for the CDBG-CV Grant Award

14. Resolution No. 20-70 - Partial Easement Vacation - Lot 23 of Waters Edge Phase XII (6831 Forkmead Lane)

Motion to approve the Consent Agenda as presented was made by Council Member Chase Tramont and Seconded by Council Member Marilyn Ford. Motion carried unanimously by roll call vote.

CITIZEN PARTICIPATION (Non-Agenda – 20 minutes)

There were no comments from the public.

COUNCIL COMMENTS

15. Comments/Concerns from Council Members

Council had no comments to discuss.

BOARD APPOINTMENTS, INTERVIEWS, REPORTS

16. Citizen Advisory Committee for TPO

Bobby Ball, citizen, provided an update from their recent meeting. He asked Council for

feedback on his reporting method. Council is happy with his reporting and asked him to let them know if they can help with anything.

REGULAR AGENDA

17. First Reading - Ordinance No. 2020-38 - Animal Control Ordinance Amendment - Re: Adequate Shelter and Anti-tethering

Mayor Don Burnette read Ordinance No. 2020-38.

ORDINANCE NO. 2020-38

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, AMENDING CHAPTER 10, SECTION 10-3, CODE OF ORDINANCES, TO ADD DEFINITIONS FOR "ADEQUATE FOOD", "ADEQUATE WATER", AND "ADEQUATE SHELTER"; AMENDING CHAPTER 10 TO ADD REGULATIONS RELATED TO TETHERING DOGS OR CATS TO STATIONARY OBJECTS WHILE OUTDOORS; PROVIDING FOR CODIFICATION; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Motion to adopt Ordinance No. 2020-38 was made by Vice Mayor Drew Bastian and Seconded by Council Member Chase Tramont. Motion carried unanimously by roll call vote.

18. Approval of Amended YMCA Waiver and Deferral Letter

Motion to approve was made by Vice Mayor Drew Bastian and Seconded by Council Member Scott Stiltner.

Alan Rosen, Assistant City Manager, provided details of the analysis staff has worked on. He recommended 50% rent for December and make a final decision then. Council wants an Agreement in place no later than January 31, 2021 with an agenda item to discuss specifics on December 1, 2020 and final consideration no later than the December 15, 2020 Council meeting.

Motion carried unanimously by roll call vote.

19. Feral Cat Program Update

Police Chief Thomas Grimaldi provided the background of the approval of the new program and introduced Lt. Tom Aiken who provided the details of implementation of the TNR program, along with an update of how the program is working currently and answered questions from Council.

Shira Wild, citizen, spoke regarding the issues she sees with the program. She suggested the City apply for grants to help fund it.

Kate Atwood, citizen, thanked the City for their work at her neighbor's house. The cat colony was affecting her property under the old program.

20. Approval of RFP 21-05 Scope and Form Contract for Executive Search Firm for City Manager Recruitment

Move to approve the scope of services and form contract as presented, and to authorize staff to issue a request for proposals for an executive search firm for the recruitment and selection of a new City Manager was made by Vice Mayor Drew Bastian and Seconded by Council Member Scott Stiltner.

Jamie Miller, Administrative Services Director, asked for feedback from Council on the scope of the RFP.

Council asked for the following changes:

- Screening section - add verification of claimed prior employment
- Timeline discussion – Council Member Scott Stiltner would like to see RFP proposals due by December 11th if the RFP goes out Friday, November 20th. Mrs. Miller provided a timeline and asked Council for feedback. Council agreed to the proposed timeline as presented which requires responses by December 10, 2020.
- Start date of a new City Manager – Council would like to keep it flexible but wants to be aggressive aiming for a start date in May 2021.
- Citizen committee involvement – Council is not opposed but wants a discussion with the search firm.

Motion and Second withdrawn to include the changes agreed upon in a new motion.

Motion to approve the scope of services with the changes as agreed upon and to

authorize staff to issue a request for proposals for an executive search firm for the recruitment and selection of a new City Manager was made by Vice Mayor Drew Bastian and Seconded by Council Member Scott Stiltner. Motion carried unanimously by roll call vote.

ADDITIONAL ITEMS

21. City Attorney

Matt Jones, City Attorney, advised Council the Panhandling Ordinance is almost complete. He will be working with the City Clerk to coordinate Special meetings with Council in the near future.

22. City Manager

Jake Johansson, City Manager, thanked Ashlee Malone, GIS Division, for her work on the Panhandling Ordinance. He reminded Council that all requests for information or records should be sent to the City Clerk for processing.

COUNCIL COMMITTEE REPORTS

23. City Council Committee Reports

a. ArtHaus - Council Member Marilyn Ford gave details on the virtual Fun & Funky event and other fundraising events, as well as upcoming opportunities.

b. First Step Shelter - Council Member Chase Tramont provided details of the opening of the shelter next week.

c. Port Orange/South Daytona Chamber of Commerce - Mayor Don Burnette provided details of the upcoming virtual meetings and after-hours events.

d. Roundtable of Elected Officials - Mayor Don Burnette provided details from their recent meeting.

ADJOURNMENT - 8:14 p.m.

Mayor Donald O. Burnette

Attest:

Robin Fenwick, MMC
City Clerk



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 12/1/2020

Consent item: No

SUBJECT: (D11) Approval of the 2021 City Council Meeting Calendar

DEPARTMENT: City Clerk

GOAL:

RECOMMENDED MOTION: Move to approve the 2021 meeting schedule as presented.

SUMMARY: The normal meeting schedule for Council is to meet twice per month, the first and third Tuesdays, except during holidays, elections, and other events as determined by Council.

The proposed schedule for 2021 Regular City Council Meetings is as follows:

January 19* July 8*, 20
February 2, 16 August 3, 17
March 2, 16 September 7, 21
April 6, 20 October 5, 19
May 4, 18 November 2, 16
June 1, 15 December 7, 14*

(* indicates a change in the normal schedule due to holidays or elections)

In addition, Council has designated the 4th Tuesday of each month for Council workshops, with an exception in November and December, which typically do not have workshops scheduled due to the holidays.

This schedule does not contemplate the budget workshops that typically occur over the summer months. Those and other workshops and any other necessary special meetings will be scheduled as needed and approved by Council.

Project No.: Funding Account No.:

Presenter:

ATTACHMENTS:

Robin Fenwick
Jake Johansson
Robin Fenwick

Created/Initiated - 11/10/2020
Approved - 11/11/2020
Final Approval - 11/11/2020



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 12/1/2020

Consent item: Yes

SUBJECT: (D12) Adoption of the 2021 Public Hearing and Development Review Calendars

DEPARTMENT: Community Development

GOAL: 6 - Organizational Excellence

RECOMMENDED MOTION: Move to approve the 2021 Development Review and Public Hearing Calendars.

SUMMARY: Planning Commission Action (11/19/20): Recommended Approval

The 2021 Public Hearing calendar is structured in the same format as the calendar adopted in previous years, with the only changes occurring during the holiday months of November and December as follows:

- November 2021 – Planning Commission meeting moved from November 25 to November 18 (change due to shift of Planning Commission meeting from the fourth Thursday to the third Thursday for the Thanksgiving holiday); and
- December 2021 – Planning Commission meeting moved from December 23 to December 16 (change due to shift of Planning Commission meeting from the fourth Thursday to the third Thursday for the Christmas holiday).

The Staff Development Review Committee (SDRC) meeting dates have been added to the 2021 SDRC calendar (Exhibit B). The project submittal dates provide applicants a SDRC meeting date every week to have their development projects reviewed. Similar to past years, staff will have approximately two weeks to complete their review before a SDRC meeting.

See Exhibit A and Exhibit B of the staff report for 2020 Public Hearing and SDRC calendars.

Project No.: Funding Account No.:

Presenter: Penelope Cruz

ATTACHMENTS:

1.	Staff Report	Staff Report with Exhibits - Yearly deadline Calendars 2021.pdf
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Melanie Schmotzer

Tim Burman

Alan Rosen

Robin Fenwick

Created/Initiated - 11/16/2020

Approved - 11/19/2020

Approved - 11/23/2020

Final Approval - 11/24/2020



STAFF REPORT

2021 PROPOSED PUBLIC HEARING AND DEVELOPMENT REVIEW CALENDAR

PUBLIC HEARING CALENDAR:

The 2021 Public Hearing calendar is structured in the same format as the calendar adopted in previous years, with the only changes occurring during the holiday months of November and December (Exhibit A). The Planning Commission meeting dates have been changed to accommodate the holidays as follows:

- November 2021 – Planning Commission meeting moved from November 25 to November 18 (change due to shift of Planning Commission meeting from the fourth Thursday to the third Thursday for the Thanksgiving holiday); and
- December 2021 – Planning Commission meeting moved from December 23 to December 16 (change due to shift of Planning Commission meeting from the fourth Thursday to the third Thursday for the Christmas holiday).

DEVELOPMENT REVIEW CALENDAR:

The 2021 Staff Development Review Committee (SDRC) meeting calendar (Exhibit B) is structured in the same format as the calendar adopted in previous years. The project submittal dates provide applicants a SDRC meeting date every week to have their development projects reviewed. Similar to past years, staff will have approximately two weeks to complete their review before a SDRC meeting.

EXHIBIT "A"

**CITY OF PORT ORANGE
DEPARTMENT OF COMMUNITY DEVELOPMENT
2021 PUBLIC HEARING CALENDAR**

APPLICATION DEADLINES (BY 4:00 P.M.)	PLANNING COMMISSION MEETING DATES	CITY COUNCIL MEETING DATES *
DECEMBER 23, 2020	JANUARY 28, 2021	FEBRUARY 16, 2021
JANUARY 20, 2021	FEBRUARY 25, 2021	MARCH 16, 2021
FEBRUARY 17, 2021	MARCH 25, 2021	APRIL 20, 2021
MARCH 17, 2021	APRIL 22, 2021	MAY 18, 2021
APRIL 21, 2021	MAY 27, 2021	JUNE 15, 2021
MAY 19, 2021	JUNE 24, 2021	JULY 20, 2021
JUNE 16, 2021	JULY 22, 2021	AUGUST 17, 2021
JULY 21, 2021	AUGUST 26, 2021	SEPTEMBER 21, 2021
AUGUST 18, 2021	SEPTEMBER 23, 2021	OCTOBER 19, 2021
SEPTEMBER 22, 2021	OCTOBER 28, 2021	NOVEMBER 16, 2021
OCTOBER 13, 2021	NOVEMBER 18, 2021 **	DECEMBER 14, 2021**
NOVEMBER 10, 2021	DECEMBER 16, 2021 **	JANUARY 18, 2022
DECEMBER 22, 2021	JANUARY 27, 2022	FEBRUARY 15, 2022

* First reading of ordinances. Second reading of ordinances is generally scheduled for the next Council meeting listed. Council dates are subject to change and may be verified through the City Clerk's office (386) 506-5563.

** These dates have been rescheduled from regular dates due to holidays or other events.

PLANNING COMMISSION – Meets at 5:30 p.m. at 1000 City Center Circle in the Council Chambers, first floor, City Hall.

CITY COUNCIL – Meets at 6:30 p.m. at 1000 City Center Circle in the Council Chambers, first floor, City Hall.

EXHIBIT "B"

2021 STAFF DEVELOPMENT REVIEW COMMITTEE (SDRC) CALENDAR

APPLICATION DEADLINES (NO LATER THAN 12:00 NOON)	SDRC MEETING DATES
DECEMBER 16, 2020	JANUARY 6, 2021
DECEMBER 23, 2020	JANUARY 13, 2021
DECEMBER 30, 2020	JANUARY 20, 2021
JANUARY 6, 2021	JANUARY 27, 2021
JANUARY 13, 2021	FEBRUARY 3, 2021
JANUARY 20, 2021	FEBRUARY 10, 2021
JANUARY 27, 2021	FEBRUARY 17, 2021
FEBRUARY 3, 2021	FEBRUARY 24, 2021
FEBRUARY 10, 2021	MARCH 3, 2021
FEBRUARY 17, 2021	MARCH 10, 2021
FEBRUARY 24, 2021	MARCH 17, 2021
MARCH 3, 2021	MARCH 24, 2021
MARCH 10, 2021	MARCH 31, 2021
MARCH 17, 2021	APRIL 7, 2021
MARCH 24, 2021	APRIL 14, 2021
MARCH 31, 2021	APRIL 21, 2021
APRIL 7, 2021	APRIL 28, 2021
APRIL 14, 2021	MAY 5, 2021
APRIL 21, 2021	MAY 12, 2021
APRIL 28, 2021	MAY 19, 2021
MAY 5, 2021	MAY 26, 2021
MAY 12, 2021	JUNE 2, 2021
MAY 19, 2021	JUNE 9, 2021
MAY 26, 2021	JUNE 16, 2021
JUNE 2, 2021	JUNE 23, 2021
JUNE 9, 2021	JUNE 30, 2021
JUNE 16, 2021	JULY 7, 2021
JUNE 23, 2021	JULY 14, 2021
JUNE 30, 2021	JULY 21, 2021
JULY 7, 2021	JULY 28, 2021
JULY 14, 2021	AUGUST 4, 2021
JULY 21, 2021	AUGUST 11, 2021
JULY 28, 2021	AUGUST 18, 2021
AUGUST 4, 2021	AUGUST 25, 2021
AUGUST 11, 2021	SEPTEMBER 1, 2021
AUGUST 18, 2021	SEPTEMBER 8, 2021
AUGUST 25, 2021	SEPTEMBER 15, 2021
SEPTEMBER 1, 2021	SEPTEMBER 22, 2021
SEPTEMBER 8, 2021	SEPTEMBER 29, 2021
SEPTEMBER 15, 2021	OCTOBER 6, 2021
SEPTEMBER 22, 2021	OCTOBER 13, 2021
SEPTEMBER 29, 2021	OCTOBER 20, 2021
OCTOBER 6, 2021	OCTOBER 27, 2021
OCTOBER 13, 2021	NOVEMBER 3, 2021
OCTOBER 20, 2021	NOVEMBER 10, 2021
OCTOBER 27, 2021	NOVEMBER 17, 2021
NOVEMBER 3, 2021	NOVEMBER 24, 2021
NOVEMBER 10, 2021	DECEMBER 1, 2021
NOVEMBER 17, 2021	DECEMBER 8, 2021
NOVEMBER 24, 2021	DECEMBER 15, 2021
DECEMBER 1, 2021	DECEMBER 22, 2021
DECEMBER 8, 2021	DECEMBER 29, 2021
DECEMBER 15, 2021	JANUARY 5, 2022

To schedule a pre-application conference, please contact the Planning Division in Community Development at (386) 506-5674. If applicable, Planning Commission and City Council meeting dates will be established for each project upon resolution of outstanding technical comments.



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 12/1/2020

Consent item: Yes

SUBJECT: (D13) Resolution No. 20-60 - Approval of Comprehensive Emergency Management Plan

DEPARTMENT: Fire/Rescue Services

GOAL:

RECOMMENDED MOTION: Move to approve the Resolution No. 20-60.

SUMMARY: The Comprehensive Emergency Management Plan (CEMP) guides the city through disaster preparedness, response, mitigation, and recovery. A review of this document has been conducted by both Volusia County Emergency Management and Port Orange Emergency Management. This is a living document and changes are going to be made as needed. In order to comply with Volusia County Council, the document needs to be approved by Port Orange City Council on a 4-year cycle or if major changes are made.

Project No.: Funding Account No.:

Presenter: Ken Fustin

ATTACHMENTS:

1.	Resolution 20-60 with Exhibits	Reso 20-60 -rev.pdf
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Krista Williams	Created/Initiated - 11/2/2020
Ken Fustin	Approved - 11/2/2020
Matthew Jones	Approved - 11/17/2020
Alan Rosen	Approved - 11/18/2020
Robin Fenwick	Final Approval - 11/19/2020

RESOLUTION NO. 20-60

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, APPROVING AND ADOPTING THE CITY OF PORT ORANGE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN TO PROVIDE EFFECTIVE AND ORDERLY GOVERNMENTAL CONTROL FOR THE PURPOSE OF PREPARING FOR, RESPONDING TO, RECOVERING FROM AND MITIGATING THE EFFECTS OF ALL DISASTERS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 252, Florida Statutes, authorizes political subdivisions to take whatever actions are prudent and necessary to protect the health, safety, and welfare of the community in times of an emergency; and

WHEREAS, Chapter 26 of the City of Port Orange Code of Ordinances provides additional authority for the City to act during times of an emergency; and

WHEREAS, Volusia County Emergency Management has approved the City's Comprehensive Emergency Management Plan, a copy of the approval letter is attached hereto as Exhibit "A"; and

WHEREAS, the applicable Department Heads have executed the Comprehensive Emergency Management Plan and recommend approval; and

WHEREAS, the City's Emergency Management Coordinator and Volusia County have found that the Comprehensive Emergency Management Plan complies with Florida Administrative Rule 27P-6.010; and

WHEREAS, it is the best interest of the City and the residents to adopt the City of Port Orange Comprehensive Emergency Management Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY

OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The City Council hereby approves and adopts the City of Port Orange Comprehensive Emergency Management Plan, a copy of which is attached hereto as Exhibit "B." The original Comprehensive Emergency Management Plan is on file in the City Clerk's Office.

Section 2. The City Manager is hereby authorized to execute the Comprehensive Emergency Management Plan and to take such further action as may be necessary to implement the intent and purpose of this resolution.

Section 3. This resolution shall become effective immediately upon adoption.

MAYOR DONALD O. BURNETTE

ATTEST:

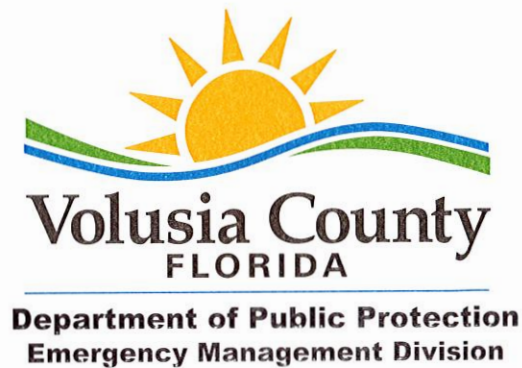
Robin L. Fenwick, MMC, City Clerk

Adopted on the day of

Reviewed and Approved: _____
Matthew J. Jones
City Attorney

[CA7286]

Exhibit "A"



October 5, 2020

Shannon Ball
Emergency Management Coordinator
City of Port Orange

Dear Mr. Ball:

Volusia County Emergency Management has completed its review of the City of Port Orange Comprehensive Emergency Management Plan (CEMP). The review team has determined that your plan meets the CEMP compliance criteria. We hope that the comments and discussions the review team had with you and your staff during the review will assist you in future planning efforts and enhance the update of your CEMP.

The approved plan must now be adopted by resolution by the governing body of your jurisdiction.

If you have any questions, please contact your review team leader, Aubrie Austin, at 386-254-1500 or by email alaustin@volusia.org.

Sincerely,

Jim Judge
Director
Volusia County Emergency Management

Exhibit "B"



City of Port Orange Comprehensive Emergency Management Plan

September 1, 2020

Foreword

The City of Port Orange acknowledges the responsibility to support those living within the city. The livelihood of those living and working within the city may be dependent on the continuation of government services, during and following an emergency or disaster. The local government is the primary player whenever a disaster occurs, and city staff must be able to react to these events.

One of the primary responsibilities of the Port Orange Emergency Management Division is to develop an emergency management plan which provides the framework for emergency response. Additionally, this division strives for a fluid program of community outreach to educate citizens on the importance of being prepared. The City of Port Orange demands the preparedness efforts of all of those within the city such as citizens, private sector businesses, non-profit organizations and visitors. This is in addition to the effort by the government for emergency preparedness, mitigation, response, and recovery. When disaster strikes, there is a calling for an all hands-on deck mentality. Port Orange adopts this mentality to successfully recover from disasters.

The Port Orange Comprehensive Emergency Management Plan is considered a living document in that it is subject to continuous review and revision based on an ever-changing environment. CEMP participants are encouraged to question the effectiveness of their sections as they strive to provide the most efficient, effective response and recovery procedures possible with the available resources at their command. The Basic Plan is the foundation of the emergency operations within the city of Port Orange and is enhanced with additional annexes that speak to specific aspects of emergency management within the city.

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Promulgation Statement

Don Burnette
Mayor

Michael Johansson
City Manager

The primary role of the local government is to support the welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, prevention, and recovery actions exist so that public welfare and safety is preserved.

This plan provides a comprehensive framework for Port Orange's emergency management. It addresses the roles and responsibilities of the local government and provides a link to County, State, Federal, and private organizations and resources that may be activated to address disasters and emergencies in Port Orange.

The City of Port Orange Comprehensive Emergency Management Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance. The plan will take heed to guidance from the Volusia County CEMP, Florida State CEMP, and FEMA guidelines for emergency management.

Therefore, in recognition of the emergency management responsibilities of the City of Port Orange government and with the authority vested in me as the Chief Executive Officer of the City, I hereby promulgate the City of Port Orange Comprehensive Emergency Management Plan.

Date

Michael Johansson, City Manager

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Approval and Implementation

This plan supersedes all City of Port Orange Comprehensive Emergency Management Plans dated prior to August 1, 2020.

The transfer of management authority for actions during an incident is done through the execution of a written delegation of authority from an agency to the incident commander. This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

The City of Port Orange's Comprehensive Emergency Management Plan delegates the City Manager's authority to specific individuals if he or she is unavailable. The chain of succession in a major emergency or disaster is as follows:

City Manager

Assistant City Manager

Emergency Management Coordinator

Fire Chief

Police Chief

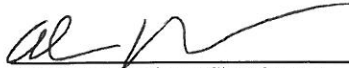
Public Works Director

Date _____

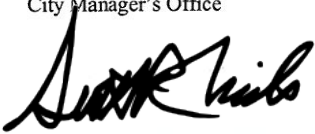
Michael Johansson, City Manager

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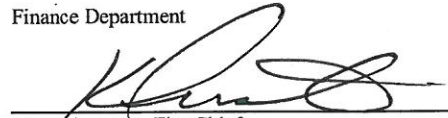
Signature Page



Alan Rosen, Assistant City Manager
City Manager's Office



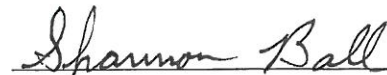
Scott Neils, Director
Finance Department



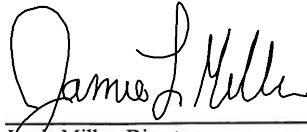
Kenneth Fustin, Fire Chief
Fire and Rescue



Susan Lovallo, Director
Parks and Recreation



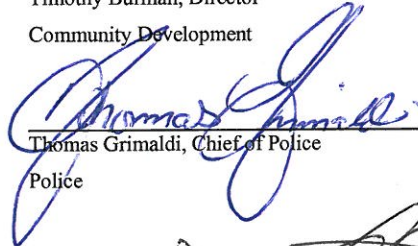
Shannon Ball, Emergency Management Coordinator
Fire and Rescue



Jamie Miller, Director
Administrative Services Department



Timothy Burman, Director
Community Development



Thomas Grimaldi, Chief of Police
Police



Lynn Stevens, Director
Public Works & Utilities

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Record of Change

Change #	Date	Part Affected	Date Posted	Approved By
1	08/01/2016	Basic Plan Establishment	08/01/2016	JEG
2	11/16/2016	Basic Plan	12/04/2016	JEG
3	01/22/2018	Basic Plan	01/22/2018	JEG
4	02/8/2019	Hazard Profile	02/08/2019	SB
5	03/19/2020	Logistics Section/Staging	03/20/2020	SB
6	03/23/2020	Department Head Updates	03/23/2020	SB
7	08/12/2020	Pandemic Definition	08/12/2020	SB
8	09/21/2020	Update Suggested Changes Volusia County	09/24/2020	SB

Record of Distribution

Plan #	Office/Department	Representative	Signature
1	City Manager		
2	City Attorney		
3	City Clerk		
4	Administrative Services		
5	Community Development		
6	Finance Department		
7	Fire and Rescue		
8	Parks and Recreation Department		
9	Police Department		
10	Public Utilities Department		
11	Public Works Department		
12			
13			
14			
15			

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Vehicle Relocation Map	Attachment 2
Emergency Support Function Guide	Attachment 3
Employee Bomb Threat Procedures	Attachment 4
Tropical Activity Annex	Attachment 5
Brush Fire Response Plan	
Potable Water Emergency	

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Introduction

A. Purpose

The purpose of the Port Orange Comprehensive Emergency Management Plan (POCEMP) is to establish a comprehensive and coordinated all-hazards approach, and a plan for effective response to and recovery from emergencies and disasters occurring in Port Orange.

The POCEMP, utilizing guidance from the National Incident Management System (NIMS), establishes a framework for an effective system of comprehensive emergency management.

It is the purpose of this plan to define the actions and roles necessary to provide a coordinated response within the City of Port Orange.

B. Scope of Preparedness and Applicability

This plan applies to all participating departments and agencies of the jurisdictions contained within the geographical boundary of the City of Port Orange.

The POCEMP covers the full range of complex and constantly changing requirements in anticipation of or in response to threats or acts of terrorism, major disasters, and other emergencies. The POCEMP also provides the basis to initiate long-term community recovery and mitigation activities. The POCEMP:

- a. Outlines that the primary response and recovery responsibilities belong to the local government and are supported by state and federal resources
- b. Establishes fundamental policies, program strategies, and assumptions for a countywide comprehensive emergency management program
- c. Establishes a method of operations that spans the direction and control of an emergency from initial monitoring through post-disaster response, recovery, and prevention
- d. Defines the mechanisms to facilitate delivery of immediate assistance through requests to Volusia County as well as with an MOU and MOA.
- e. Assigns specific functions to appropriate staff, as well as outlines methods to coordinate with the private sector and voluntary organizations
- f. Addresses the various types of emergencies that are likely to occur, from local emergencies, to minor, major or catastrophic disasters
- g. Identifies the actions that Port Orange will initiate.

C. Authorities

Various statutory authorities, regulations and policies provide the basis for actions and activities in the context of domestic incident management. Nothing in the POCEMP alters the existing authorities of individual departments and agencies. The POCEMP establishes the coordinating structures, processes, and protocols required to integrate the specific statutory and policy authorities of various state departments and agencies in a collective framework for action to include mitigation, prevention, preparedness, response, and recovery activities.

Situation

A. Characteristics of Port Orange, Florida

- a. **Location:** The City of Port Orange is located on the east coast of Volusia County, Florida. The city limits encompass the Halifax River. The city is surrounded by Daytona Beach, South Daytona, Daytona Beach Shores, Ponce Inlet, Samsula-Spruce Creek and New Smyrna Beach. The city occupies 28.13 square-miles of land in Central Florida that rises 2.9 feet above sea level. The city has over 294 miles of roadway. This includes a major interstate (I-95) and Dunlawton Avenue (SR-421). The City owns 6,900 acres of land that comprise the City's well field
- b. **Population:** The population within the city has shown growth throughout its recent history. As of July 1, 2019, the city had an estimated population of 64,842. This was a 3.8% growth from 2010. The population is 91.3% White, 3.3% Black, 4.5% Hispanic, and 2.2% Asian.
- c. **Tourist Population:** Tourism is a significant contributor to the city's economy and to the total number of people that may be placed at risk at the time of a disaster. While the majority of tourism is not centered within Port Orange, the city provides a main thoroughfare to Ponce Inlet and Daytona Beach Shores from major roadways via Dunlawton Avenue. The city's ability to disperse public information is impacted by this population. Lack of familiarity with local roadways, place names, and travel directions, as well as language difficulties, could become issues with management of this population.
- d. **Housing:** The average household income is \$47,542 with a 12% poverty rate. The median home value is \$159,600. As of 2019, the Census Bureau estimated 27,972 housing units with 5,095 of those being mobile homes.
- e. **Culture Details:** There are 6 elementary schools, 2 middle schools, 2 high schools, and 1 private school in the City. The City is also the site of the Palmer Chiropractic College of Florida and numerous childcare/education facilities. There are also many assisted living facilities. Port Orange has 1 hospital, Halifax Hospital, which has 100-beds and includes an emergency room.
- f. **Economic Base and Infrastructure:** The economy is based on a multitude of sectors to include education, health/medical services, professional, finance, retail trade, public administration and entertainment/restaurant services. Minor employment sectors include manufacturing, construction, personal services, wholesale trade and communications.

Some major employers include Halifax Hospital, City of Port Orange, Florida Power and Light, Lowe's Home Center, Home Depot, Target Stores, Palmer Chiropractic College, Volusia County School Board, Wal-Mart, BJ's Wholesale Club, U.S. Foods and the Port Orange Post Office, Thompson Pump, and Raydon.

- g. **Services:** The city provides utility services which reach beyond the borders. Some water and sewage services go to residents living in Ponce Inlet, Daytona Beach Shores, and unincorporated Volusia County.
- h. **Special Events:** The Daytona International Speedway, which is less than 10 miles from City Hall, is home to the Daytona 500 NASCAR race each February which brings an estimated quarter million people to Volusia County. A smaller race occurs each July as well as many smaller automobile and motorcycle events throughout the year. Spring Break has diminished from its past magnitude and today has little impact on the city. Racing special events in general create additional traffic for the city but have little impact otherwise. Bike week, in March, and Biketoberfest, in October, create additional traffic and have a mild impact on the city's roadways and economy. All special events bring an increase of traffic and population to the city.
- i. **Additional Considerations:** There are over 100 sewage lift stations and one wastewater treatment facility. The city owns 4 water storage tanks and a water treatment plant utilizing lime softening, disinfection, and other conventional treatment processes. US Foods has a chemical refrigerant "POD system" on their property which they take precautions and have plans in place for but may need support from the city. There are large gasoline tanks operated by the City. There is a hydrogen tank storage area. The parks and recreation facilities in the city attract large numbers of people.

B. Hazard Profile of Port Orange

The City of Port Orange is subjected to the effects of many disasters, varying widely in type and magnitude from local communities to statewide in scope.

Disaster conditions could be a result of many natural phenomena such as hurricanes, floods, severe thunderstorms, lightning, high water, drought, severe winter weather, fires, epidemics, severe heat, or high winds.

Manmade hazards are diversified. Train tracks run through the city introducing the potential for a train derailment. A daily train route carries a single hazardous load daily through the city which could be a potential emergency event. Additionally, I-95 presents significant vulnerabilities due to the amount of traffic carried on it. This hazard brings traffic accidents as well as significant accessibility to the City of Port Orange. Although located outside of the city limits, the Spruce Creek Fly-In is a small, residential community with its own airport which provides added

vulnerabilities with the potential for small aircraft emergencies to the city. Port Orange operates a municipal utility system, which includes potable (drinking) water, sanitary sewer and reclaimed water. The department's service area includes Port Orange, Ponce Inlet, Wilbur-by-the-Sea, portions of Daytona Beach Shores, and unincorporated Volusia County.

Port Orange is subject to a multitude of other manmade incidents such as transportation accidents involving chemicals and other hazardous materials, plant explosions, cyber-attack, electronic hacking, chemical, oil and other hazardous material spills, leaks or pollution problems, dumping of hazardous wastes, building or bridge collapses, utility service interruptions, energy shortages, civil disturbances or riots, active shooter incidents, terrorism, warfare, applicable criminal acts, or a combination of any of these.

A comprehensive assessment of the water facilities for vulnerabilities has been conducted for the City of Port Orange. Copies of this document are retained by the City Manager, Emergency Manager, City Attorney, and Public Utilities Director. The contents of this document are exempt from the Freedom of Information Act (FOIA) (Exemption 2). **VIOLATIONS ARE PUNISHIBLE BY LAW CONFIDENTIAL UNDER F.S.281.301.**

Weather-Natural Hazards (additional references outlined in the Local Mitigation Strategy)

- | | |
|-----------------------|--|
| <u>Drought:</u> | A drought is a prolonged period of less than normal precipitation such that the lack of water causes a serious hydrologic imbalance. Common effects of drought include crop failure, water supply shortages, and fish and wildlife mortality. High temperatures, high winds, and low humidity can worsen drought conditions and also make areas more susceptible to wildfire. Human demands and actions have the ability to hasten or mitigate drought-related impacts on local communities |
| <u>Thunderstorms:</u> | Thunderstorms are caused by air masses of varying temperatures meeting in the atmosphere. Rapidly rising warm moist air fuels the formation of thunderstorms. Thunderstorms may occur singularly, in lines, or in clusters. They can move through an area very quickly or linger for several hours. |
| <u>Tornadoes:</u> | A tornado is a violently rotating column of air that has contact with the ground and is often visible as a funnel cloud. Its vortex rotates cyclonically with wind speeds ranging from as low as 40 mph to as high as 300 mph. Tornadoes are most often generated by thunderstorm activity when cool, dry air intersects and overrides a layer of warm, moist air forcing the warm air to rise rapidly. The destruction caused by tornadoes ranges from light to catastrophic depending on the intensity, size and duration of the storm |

- Floods: The accumulation of water within a water body which results in the overflow of excess water onto adjacent lands, usually floodplains. The floodplain is the land adjoining the channel of a river, stream ocean, lake or other watercourse or water body that is susceptible to flooding. Most floods fall into the following three categories: riverine, coastal, or shallow flooding.
- Fires: An uncontrolled fire burning in an area of vegetative fuels such as grasslands, brush, or woodlands. Heavier fuels with high continuity, steep slopes, high temperatures, low humidity, low rainfall, and high winds all work to increase risk for people and property located within wildfire hazard areas or along the urban/wildland interface. Wildfires are part of the natural management of forest ecosystems, but most are caused by human factors. Over 80 percent of forest fires are started by negligent human behavior such as smoking in wooded areas or improperly extinguishing campfires. The second most common cause for wildfire is lightning.
- Hurricanes: Hurricanes and tropical storms are classified as cyclones and defined as any closed circulation developing around a low-pressure center in which the winds rotate counterclockwise in the Northern Hemisphere (or clockwise in the Southern Hemisphere) and with a diameter averaging 10 to 30 miles across. When maximum sustained winds reach or exceed 39 miles per hour, the system is designated a tropical storm, given a name, and is closely monitored by the National Hurricane Center. When sustained winds reach or exceed 74 miles per hour the storm is deemed a hurricane. The primary damaging forces associated with these storms are high-level sustained winds, heavy precipitation and tornadoes. Coastal areas are also vulnerable to the additional forces of storm surge, wind-driven waves and tidal flooding which can be more destructive than cyclone wind. The majority of hurricanes and tropical storms form in the Atlantic Ocean, Caribbean Sea and Gulf of Mexico during the official Atlantic hurricane season, which extends from June through November.

Hazardous Materials-Technological

A catastrophic incident has the potential to cause significant damages and deaths. Hazardous materials in the food chain or water supplies can lead to long-term health problems. If uncontrolled releases of hazardous materials are not reported or cleaned up, the contamination can go unnoticed for many years. Any uncontrolled release of a hazardous material can pose a risk to health, safety and property.

Although there have been no reported radiological incidents in Port Orange, the possibility of a radiological incident could occur through transportation of materials through Interstate 95.

The covert usage of radiological materials by terrorist groups as a weapon of mass destruction (WMD) is a concern namely because of the close proximity to Orlando, the Atlantic Ocean, and Interstate 95. The weapon could be detonated using conventional means and spread radioactivity over a large area.

It is anticipated that one pound of radioactive material could affect an area greater than one mile depending on atmospheric conditions. Inhalation hazards and general contamination of persons, buildings and equipment are the primary concern.

Methamphetamine is a synthetic amphetamine or stimulant that is produced and sold illegally in pill form, capsules, powder or chunks and produced in illegal, clandestine drug laboratories that are commonly found in motels, rural areas away from the public, and residential areas including houses, apartments and garages. Mobile labs have also been found in vehicles and discarded along roadsides or parking lots.

Methamphetamine is produced from 19 chemicals regulated under the Chemical Control Act with specific reported requirements from chemical industry manufacturers and retailers. Anhydrous ammonia is one of the primary chemicals of concern because of its commonality and can affect persons living near ammonia storage facilities. Explosions from chemical mixes and chemical vapors from the mixing are also of concern for persons in close proximity to the illegal laboratories.

Public Health Emergencies

Pandemic: An outbreak is when an illness happens in unexpected high numbers. It may stay in one area or extend more widely. An outbreak can last days or years. Sometimes, experts consider a single case of a contagious disease to be an outbreak. This may be true if it's an unknown disease, if it's new to a community, or if it's been absent from a population for a long time. A pandemic is a disease outbreak that spreads across countries or continents. It affects more people and takes more lives than an epidemic. The World Health Organization (WHO) declared COVID-19 to be a pandemic when it became clear that the illness was severe and that it was spreading quickly over a wide area.

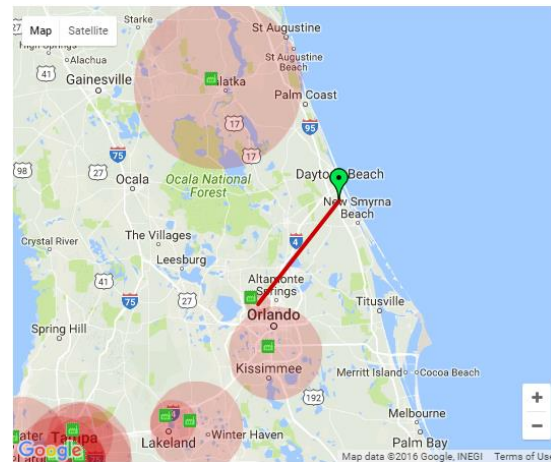
Terrorism-National Security Related

In the United States, 4.6 million children at nearly 10,000 schools across the country are within a mile of a facility that reports to the EPA Risk Management Program (RMP). Factories, refineries and facilities that are mandated to report to the EPA's RMP are those that produce, store and use large amounts of dangerous chemicals, which would put children at risk if there was a release.

The closest facility that is enrolled in the RMP is 43 miles from Port Orange and has a small vulnerability zone. The City of Port Orange is not in a vulnerability zone.

5 Closest RMP program facilities (by distance)

Tanner Industries (Apopka, FL)
Georgia Pacific Corporation (Palatka, FL)
Brenntag U.S.A. (Orlando, FL)
KIK International Inc. (Auburndale, FL)
McIntosh Power Plant (Lakeland, FL)



Planning Assumptions and Considerations

A. To establish the POCEMP, the City of Port Orange recognizes the following assumptions

- a. A disaster can occur with little or no warning, causing significant loss of life, environmental and economic damage.
- b. Local resources, available through public, volunteer and commercial means will be utilized first. State and federal support will augment ongoing disaster operations. Local jurisdictions will enter into mutual aid agreements with each other as necessary to use most effectively their resources in response to emergencies and disasters.
- c. Incident management activities will be initiated and conducted using the principles contained in the NIMS.
- d. Unconventional hazards require unprecedented response measures. Such threats call for the development of more specific operational plans, which will complement the policies established in this plan.
- e. Many resources needed are available locally; however, shortfalls may dictate the coordination of outside resources through the Volusia County Emergency Management office. The principles and policies of the NIMS will be adopted in local and state emergency plans, and demonstrated through plan exercise activities

B. Classification of Disasters and Levels of Activation

The State of Florida and Volusia County have established methods for classifying disasters, levels of emergency response, and EOC activation. This is in accordance with Florida Statute 252.25(a). The City of Port Orange will utilize the same method

- a. **Minor Disaster:** Any disaster that is likely to be within the response capabilities of local government and results in only minimal need for State or Federal assistance.
- b. **Major Declaration:** Any disaster that will likely exceed local capabilities and require a broad range of State and Federal assistance. The Federal Emergency Management Agency will be notified, and potential Federal assistance will be predominantly recover-oriented.
- c. **Catastrophic Disaster:** Any disaster that will require massive State and Federal assistance, including immediate military involvement. Federal assistance will involve response as well as recovery needs

The levels of activation for the City's CEMP and the City's EOC will be as follows:

- a. **Level 3, Monitoring Activation:** This is the monitoring of the community and hazard events that typically occur; this monitoring is done to ensure readiness on the part of the City's Emergency Organization to activate the City EOC and/or specific components of the City's Emergency Organization, if indicated. This includes the activation of the Emergency Management Coordinator and communication with key personnel, based on event type.
- b. **Level 2, Partial Activation:** Represents a partial activation of the City's EOC with concurrent activation of selected components of the City's Emergency Organization to provide assistance and resources. A selection of ESFs will be activated during this level by the incident commander.
- c. **Level 1, Full Activation:** Represents the full activation of the City's EOC and, in most cases, the activation of all components of the City's Emergency Organization.

C. Emergency Operations Center

The Port Orange Emergency Operations Center is located at 4545 S Clyde Morris Boulevard which is the city Police Department. The EOC will be the point-of-contact for all coordination and communication during activation in accordance with ICS principals. The EOC will coordinate communication with Volusia County EOC.

- a. The EOC Operations room is a dedicated, full time facility that is kept in a "warm" status. The EOC can be activated at a moment's notice, walk in the door and turn on the lights.
- b. Standard room and table configuration based on functional requirements of EOC ICS organization.
- c. No furniture is fixed. Tables, workstations, chairs can be reconfigured as needed.
- d. Situational awareness and resources status display boards:
 - Dry erase boards throughout
 - Ceiling mounted projector
 - Smartboard
 - Televisions
- e. Building and EOC built to withstand the impacts of expected significant hazards of concern.
- f. Building has redundant access control security systems
- g. Technology:
 - City network access with intranet and internet access
 - Laptop computers at each EOC workstation
 - Multiple telephones at each EOC workstation
 - Use of SharePoint and Workday
 - Ceiling mounted projector and televisions to view situational information
 - Call Center
 - Back up Power Supply Generators with fuel supply

To enter the EOC, personnel will enter through the gate to the North of the Police Department. Staff may park on the West-side of the parking lot which can be done by turning right immediately after entering through the gate. The door to the EOC is labeled and will be unlocked by designated personnel. The Information Technology Division issues access cards to EOC personnel that will be activated whenever emergency operations become operational.

EOC personnel may travel somewhat freely through second floor of the police department. EOC personnel are not allowed in secure areas (e.g. Jail, Evidence, Records).

Staff are required to bring all sleeping necessities and any specialized food for the duration of their stay. Some cots may be provided to staff and an emergency food contract will be sought by the Logistics Section. Staff should be prepared for living under emergency conditions that may not equate to comfort.

D. Employee and Family Sheltering

Port Orange YMCA may be designated as private shelters specifically for employees and their family members. The YMCA has been designated as a pet friendly shelter. City employees with emergency operations responsibility are encouraged to have a family emergency plan in place. City shelter activation is not automatic with an EOC activation and will only be activated for certain events, such as a hurricane, at the discretion of the Incident Commander.

Upon activation of employee sheltering at the YMCA, there will be a designated “pet room” for employee pets to be crated and housed. All employee pets must be contained to stay at the YMCA. An animal control officer will be assigned to this area to oversee the safety of the pets in the shelter. Animal owners will be responsible for feeding and caring for their animals. Owners will provide food and any additional necessities for the pet.

The Human Resources Department issues an employee survey in advance asking for employees who intend to utilize the employee family sheltering centers to provide information for those who will be in attendance. This is kept on file with the Parks and Recreation department. This is used for planning purposes. Information regarding potential occupancy will also be available to the YMCA for space-planning purposes.”

Security is a major concern during emergency activations and because of this there will be an assigned staff member stationed in the front area of the YMCA to oversee those entering and exiting. They will also be available to answer questions of those within the facility.

E. Other Municipalities

In a time of need, South Daytona, Ponce Inlet, and Daytona Beach Shores have designated Port

Orange as an evacuation destination for their municipal EOC. Food and shelter needs for these individuals will be coordinated annually by the Logistics Section.

F. Hazard Control and Assessment Procedure

- a. Perceive:** Analysis of historical data for the state, county, and city to assist with the visualization of what may threaten the community based on past experiences. Input from Volusia County, the Central Florida Intelligence Exchange, Federal, State and County law enforcement as well as forecasting from the National Weather Service office in Melbourne, and the National Hurricane Center in Miami provide valuable insight.
- b. Assess:** Hazards are assessed based on the probability of occurrence and the potential for infrastructure damage, economic loss, revenue disruption to government and the psychological impact on the public are measurements that can be used to assess each hazard.
- c. Control Strategy:** This is to be done by the subject-matter experts within the department or community partners with the most knowledge of the issue.
- d. Control:** What actions can be taken to control the hazard?
- e. Monitor:** Monitoring is utilized to assure that the hazards don't become re-energized after controlled.

G. Protective Action Selection

The response activities listed below normally take place at the EOC. In some cases, information from the scene must be communicated to the EOC for these tasks to be completed properly. Ordered steps for protective actions selection are as follows.

1. Analyze the threat
2. Determine protective action
3. Determine public warning
4. Determine protective implementation plan

The Incident Commander and the Planning Section will incorporate the protective action selection process to enable the emergency operations to respond to each incident. The analysis of the threat on Port Orange will be a continuous action throughout activation.

H. Communication

a. Public Information Officer

The Public Information Officer oversees all communication with the public from the Emergency Operations Center. The Public Information Officer will be in strict communication with the Volusia County PIO to obtain accurate and up-to-date information regarding county communication.

1. The Public Communication section will be expanded during Level 1 and Level 2 activations if necessary and will be done through the Crisis Communication Team.
2. All communication by the PIO will be professional and courteous despite the emotions created by disasters.
3. The Public Information Officer will delegate and assign a designated individual(s) within the Public Communication section to manage social media.
4. The Public Information Officer has a procedure for communicating with the public and external agencies. This procedure may be activated with or without an EOC activation depending on the situation.

b. Procedure for Communication

1. Creation of clear, concise message content
2. Selection of appropriate public warning system(s)
3. Approval of outgoing message by Incident Commander
4. Disseminate public warning
5. Notification of all necessary personnel, prior to the message being dispersed to keep everyone informed (i.e. Call Center)

The dissemination of information to the public is essential during incidents. This mitigates the fear factor vulnerability and ensures that stakeholders throughout the community are keyed into possible threats.

c. Means of External Communication

1. The City of Port Orange provides both fire and police services. Prior to and during emergencies, personnel from both the fire and police departments will assist with warnings/evacuations, providing traffic management, and recovery and identification of victims. In the event of an evacuation order, both departments will be available to travel through manufactured/mobile home parks with a predetermined message utilizing a public-address system to announce the evacuation, if initiated by the Incident Commander. If time permits, such notification will take place throughout the city.
2. The City of Port Orange has established a website which communicates daily with community members that will be utilized in the event of an emergency to communicate warnings/evacuations.
3. The City of Port Orange has highly functional sources of social media communication which will be used to disperse information during an emergency. This will be done primarily through the City

Hall social media sites with support through additional departments by way of page/post sharing.

4. The City of Port Orange utilizes an external emergency notification system (Alert Port Orange) and internal notification system (Port Orange Employee Alerts) which may be utilized to disperse information to residents who are registered with the system.
5. The City of Port Orange has collated contact information for designees of Homeowner Associations throughout the city.

ii. Internal Information Collection and Dissemination

1. During activations, information is collected by EOC personnel from the field through communication with personnel and/or residents. This information is shared through the EOC and documented electronically.
2. Situation Reports (SITREPs) are created through the EOC to establish progress being made on issues. These SITREPs may be housed internally or pushed out to the Volusia County EOC depending on what is needed.
3. For a county-wide or state-wide incident, the City of Port Orange will send a representative to the County EOC to exchange situational awareness information and facilitate mutual aid requests.

iii. Port Orange Call Center

1. The Port Orange Call Center will be activated during an EOC activation.
2. The call center may be activated independently based on the situation.
3. ESF #14 will coordinate a schedule for call center staff.
4. Staff in the call center will be supplied with all known information and will be continually updated by the Public Information Officer.
5. The Port Orange Call Center phone number will be advertised as 386-506-5999
6. Whenever the call center is not activated a detailed message will be left by the Information Technology Division with an explanation of phone numbers to call in place of the call center.

I. Mutual Aid

The City of Port Orange recognizes that assistance from other jurisdictions and groups may be necessary during emergencies. Emergency Operations staff should foster and maintain these types of relationships. The Emergency Management Office shall be notified of new agreements.

- a. In accordance with county procedures, the City is subject to “automatic mutual aid” with jurisdictions within the county. The City of Port Orange will also be required and should be prepared to reciprocate this aid. During periods when the ESF and/or County EOC is not activated, intra-county mutual aid is requested through the county warning point in accordance with established procedures.
- b. The City is also enveloped in a statewide mutual aid agreement through Volusia County.
- c. Explanation of Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU)

Agreements: Agreements with private relief organizations provide immediate aid to disaster victims and provide some types of aid that the government is unable to render.

Understandings: Understandings with adjoining counties or local governments recognize that certain situations require effective coordination and cooperation between jurisdictions to achieve effective response and provide for the general safety and health of residents. These documents formalize and focus attention on commitments and help avoid misunderstandings.

Many elements should be considered whenever entering a MOA/MOU including but not limited to the following:

1. Emergency use of resources and capabilities of organizations that are not part of a government structure will be pre-arranged through agreements to the maximum extent feasible. Duly authorized officials will enter agreements, which will be formalized in writing whenever possible.
2. Agreements between elements of the same government will be included in their respective plans. Details of such agreements, which are inappropriate for inclusion in these plans, will be set forth in an SOP, instructions, or other directives of the units of government concerned.
3. Unless otherwise provided, agreements remain in effect until rescinded or modified. Annual or other periodic updates will prevent them from becoming outdated.
4. A clear statement of agreement regarding payment reimbursement for personnel services rendered, equipment costs, and expenditures of material is mandatory.

Assistance Stipulations

1. If a state or county declared emergency occurs, the use of volunteers or accepting donated goods and services shall be coordinated through the County EOC. If it's a city specific incident, only the use

of volunteers shall be coordinated through the American Red Cross or other appropriate agency. Elements that must be considered when utilizing volunteers or donated goods are:

- a. Administration of insurance claims
- b. Consumer protection
- c. Duplication of benefits
- d. Non-discrimination
- e. Relief assistance
- f. Preservation of environment and historic properties

When the resources within the city become exhausted, a resource request will be submitted to Volusia County. When these needs exceed the capabilities of the counties, the state will be called on to assist. If this becomes exhausted the Federal Government will be notified.

The incident commander will submit periodic situation reports to Volusia County during activation. This will be done through the county liaison stationed at the county EOC through their standard form that will be accessible to the representative. The SITREP schedule will be clearly communicated by the county liaison at the time of the activation.

Prior to entering a MOA, MOU, or other agreement there should be due diligence done by those personnel with consultation from the legal department if needed.

All mutual aid assistance that is received should be accounted for as it may be a Public Assistance Category B project eligible for reimbursement.

J. Protective Actions

- a. Monitor progress of protective action implementation
- b. Control access and isolate danger area
- c. Evacuation support - Mutual aid support is available through the County EOC and agreements with local law enforcement.
- d. Decontamination support - Mutual aid assistance through city and county Hazardous Material Teams.
- e. Medical treatment – EMS ambulance and hospitals in Volusia County have surge capability plans.
- f. Special population support - Support is available through Emergency Support Function 6 and 8 in the County EOC.
- g. Search and rescue - Mutual aid support through the neighboring fire departments, Volusia County Fire Rescue Technical Rescue Team, Florida Urban Area Search and Rescue Task Force 4, and the Volusia County Sheriff's K-9 team

K. Available Staging Areas

- a. Logistical Staging Areas Available for City Departments
 - i. City Center Ballfield Complex

- ii. City Center Gym
 - iii. Water Treatment Complex
 - iv. Public Works
 - v. Additional park facilities operated by the Parks and Recreation
- b. Police Staging Areas
 - i. Station 75
 - ii. Moody Bridge
 - iii. CBL & Associates Properties, The Pavilion at Port Orange
- c. Public Works Relocation and Staging Areas
 - i. City Center Ballfield Complex
 - ii. Cypress Head Golf Course
- d. Vehicle Relocation Areas
 - i. City Center Ballfield Complex
 - ii. City Center Gym
 - iii. Cypress Head Golf Course

L. Primary City Facilities

- a. City Hall: 1000 City Center Circle
 - i. Finance Department
 - ii. Community Development Department
 - iii. Administrative Services Department
 - iv. City Clerk
 - v. City Manager's Office
- b. 1395 Dunlawton
 - i. Parks and Recreation
 - ii. Public Utilities
- c. Public Works: 407 Virginia Avenue
- d. Garnsey Water Treatment Plant: 4400 Wellfield Drive
- e. Wastewater Treatment Plant: 817 Oak Street
- f. Police Department: 4545 Clyde Morris Boulevard
- g. Fire and Rescue Department: 1090 City Center Boulevard
 - i. Station 71: 4200 Ridgewood Avenue
 - ii. Station 72: 6027 Central Park Boulevard

- iii. Station 73: 1090 City Center Boulevard
- iv. Station 74: 6701 Airport Road
- v. Station 75: 1701 Town West Boulevard
- h. Adult Activity Center: 4790 S. Ridgewood Avenue
- i. Lakeside Community Center: 1999 City Center Circle

M. Employee Staging

- a. EOC Personnel: Staff are currently required to bring all sleeping necessities. Some cots will be made available to staff by the Logistics Section. Staff will be able to sleep in rooms on the second floor of the Police Department that are deemed available by the Police Department.
- b. Fire Department: Staff will be housed at fire stations in the city. During an event involving potential flooding (i.e. hurricane) Station 71 will be closed and personnel will be assigned to other Stations during the storm. This scheduling will be established by Fire Administration.
- c. Police Department: Staff will be housed in the Police Department bunk rooms
- d. Public Works: The Dorothy L. Hukill City Center Annex at 1395 Dunlawton Boulevard, the YMCA or the golf course at Cypress Head may be utilized to stage staff.
- e. Public Utilities: Staff will be staged at Public Utilities facilities or the YMCA.
- f. Parks and Recreation: Staff will be staged at the YMCA shelter.

The YMCA shelter will be available to all employees throughout an EOC activation whenever the shelter is activated.

A. Short-Term Needs

- a. Shelter operations: For a localized incident, it's the responsibility of the City of Port Orange, in coordination with Volusia County, to utilize community centers and churches or other available sites. The American Red Cross chapter aids in these cases. For a declared incident, the County of Volusia working with the Volusia County District Schools will open schools as shelters. In most cases, the need for shelters will only be necessary whenever the county EOC is activated.

Shelter operations fall under the Logistics Section. This will be solely focused on any city-based shelters (e.g. YMCA shelter) that are opened. County personnel will staff county shelters during their activation.

For safety reasons, there will be a staff member stationed in the front area of the YMCA to oversee those entering and exiting. They will also be available to answer questions of those within the facility. Phased planning of the shelter operation will be established by the Logistics Section, to maintain comfort for inhabitants while ensuring safety.

- b. Unite families: This is a traditional function of the American Red Cross, which maintains an office in Daytona Beach.
- c. Continued medical treatment: Accomplished by the utilization of medical surge plans at the local and state level.

When decided to evacuate, Halifax Hospital in Port Orange will relocate to the main site in Daytona Beach. Their evacuation needs do not affect the city and they handle their evacuation internally.

- d. Increase security: Accomplished through automatic mutual aid plans within the county. The Port Orange Police Department has robust contact information with the county in addition to being able to reach out via dispatch.
- e. Stabilize the affected area: Accomplished through automatic mutual aid plans within the county.

B. Long-Term Needs

- a. Re-entry to Area: Initial re-entry to the affected area will be conducted through a coordinated effort between the Port Orange Police Department and Port Orange Fire and Rescue Department with PD taking the lead for this. Volusia County will assist in re-entry and communication of re-entry to this area as well. After re-entry to the area has been surveyed, the authorization will be confirmed by the Police Chief to the Incident Commander. Following this, the re-entry order will be dispersed through ESF #14/PIO. Mutual aid is available from police departments within Volusia County, Volusia County Sheriff's Office, Volusia County Correctional Facility, the Volusia County K-9 Bloodhound Unit, and Florida Highway Patrol.
- b. Recovery of Area: Volusia County maintains a Recovery Annex to its Comprehensive Emergency Management Plan. Long term recovery assistance is available from the State of Florida and FEMA through such activities as:

- a. Point of Distribution (POD)

- 1. If there is a need for resources throughout the county, Volusia County will staff and supply a PODs. This will be a distribution point for information, water, ice, tarps, etc. The city does not need to staff POD locations but will dictate where the preference for POD location is through the liaison at the County EOC. The State of Florida is evolving away from the operation of PODs, so their establishment will be likely be reserved for catastrophic incidents.
- 2. If there is a need for additional PODs the city, through the Logistics Section, may be able to operate several satellite POD

locations. These will be situation-based.

Potential Pod Locations

1. Home Depot: 1551 Dunlawton Avenue
2. Memorial Park: 3801 Jackson Street
3. Adult Activity Center: 4790 S Ridgewood Avenue
4. The Pavilion Mall Complex: 5501 S Williamson Boulevard

b. Disaster Recovery Centers (DRC) to provide financial aid and social services. They are located based on need following an incident or disaster. These are coordinated by FEMA and Volusia County. The locations of these will be announced following a disaster. The establishment of DRCs will be situation based and there is not a guarantee of these following events.

Prospective DRC location in Port Orange: Adult Activity Center 4790 S Ridgewood Avenue

c. Federal Damage Assessment Teams: Following preliminary damage assessment by the state and county, FEMA teams will be sent in to verify these findings.

d. Federal/State Community Relations Teams to provide door to door information in the affected area.

e. Federal/State Housing Teams to locate long term housing units.

f. The Florida Department of Health activates teams as necessary to ascertain the extent of Behavior / Mental Health issues created by the incident or disaster. Federal Behavioral Health Teams can be requested if the need is sufficient.

Roles and Responsibilities

The City of Port Orange recognizes that each municipality has the duty and obligation to provide for public safety including the management of disasters/emergencies.

The City conducts emergency operations according to established plans and procedures to include:

- Maintaining an emergency management program at the city level involving all stakeholders which have responsibilities in the comprehensive emergency management system within the city.
- Port Orange employees that have responsibilities for implementation of the CEMP receive Two types of preparedness training, as follows:
Training required by NIMS: All city employees with responsibilities for emergency operations must have up-to-date NIMS training to be coordinated by the Emergency Manager and the Department Head. Those employees that may be needed will be evaluated on a case-by-case basis. Newly hired employees with responsibilities for emergency operations must receive NIMS training within **30 days** of their employment start date. This shall be documented and recorded in the Human Resources Department
- Implement a broad-based public awareness, education and information program designed to reach all citizens of the city, including those needing special media formats, who are non-English speaking, and those with hearing impairment or loss
- Execute mutual aid agreements within the county for reciprocal emergency aid and assistance in the event a situation is beyond the city's capability
- Maintain an emergency management program that is designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations
- Maintain cost and expenditure reports associated with disasters, including resources mobilized because of mutual aid agreements
- Coordinate a high caliber public information program during an emergency
- Develop and maintain procedures to receive and shelter individuals at city shelters
- Ensure the county's ability to maintain and operate an Emergency Operations Center.

The City of Port Orange has established a hybrid response system which is the Incident Command Structure with disaster response resources being organized into emergency support functions (ESF). Each ESF is comprised of department personnel that manage and coordinate specific categories of assistance common to all disasters and emergency events. A primary department has been designated for each ESF to ensure the coordination and delivery of goods and services to the impacted area.

The ESF's provide the structure for coordinating support for both man-made and naturally occurring disasters and emergencies. The following is a summary of the purpose of each ESF:

ESF #1: Transportation: Police Department

- Coordinate and process transportation resources and people (evacuation) bridge closures
- Report damage to transportation infrastructure
- Coordinate alternate transportation service
- Coordinate the restoration and recovery of the transportation infrastructure

ESF #2: Communications: Information Technology Division

- Provide temporary communications to support incident management
- Facilitate the restoration of the communications infrastructure
- Coordination of communication resources and equipment within the city
- Maintenance of communication equipment in the EOC

ESF #3: Public Works and Engineering: Department of Public Works

- Infrastructure protection and emergency restoration
- Emergency road and debris clearance for support to public safety
- Engineering and construction services
- Liaison with county, state, and federal resources
- Debris management
- Facility Management
- Facilitation of 3rd party contractors

ESF #4: Firefighting: Fire and Rescue

- Fire prevention and suppression activities
- Fire mutual aid and resource augmentation
- Fire command and control structure

ESF #5: Information and Planning: Emergency Management

- Facilitation of Emergency Operations Center (EOC) activation
- Advisement of emergency decision making and the declaration process
- Analysis and dissemination of information
- Issuing situation reports, bulletins and advisories
- Communication with liaison at Volusia County EOC

ESF #6: Mass Care: Parks and Recreation Department

- Shelter operations
- Special needs population sheltering
- Facilitate distribution of supplies to disaster victims

ESF #7: Resource Management: Finance Department

- Resource coordination and support
- Resource procurement
- Personnel augmentation
- Financial management

ESF #8: Public Health and Medical Services: Risk Management/Fire and Rescue

- Assessment of public health and medical needs
- Public health surveillance
- Medical care personnel
- Medical equipment and supplies

- Facilitation of pre-hospital emergency medical services

ESF #9: Search and Rescue: Fire and Rescue

- Resources needed to conduct research and rescue activities
- Outside resources available to augment local search and rescue efforts
- Ground and water search resources
- Responsible for conducting urban search-and-rescue operations

ESF #10: Oil and Hazardous Materials: Fire and Rescue

- Coordinated response to oil and hazardous materials incidents

ESF #11: Food: Parks and Recreation Department

- Coordination of transportation of food (and water) supplies to all staff
- Coordination of food preparation and distribution to city shelters
- Maintenance of inventory list and expenditures for food supplies

ESF #12: Utilities (Energy): Public Utilities Department

- Water services (water, sewer and storm water)
- Private utilities industry coordination
- Energy forecasting communicated by liaison with the county in conjunction with FPL

ESF #13: Military Support: Police Department

- Coordination with county, state, and federal law enforcement agencies

ESF #14: Public Information: Public Information Officer

- Emergency public information
- Ongoing public education program
- Coordination of the Crisis Communication Team
- Media and community relations

ESF #15: Volunteers and Donations: Emergency Management

- Facilitation of volunteers and donated goods
- Liaison between county, state, and federal agencies and 3rd parties

ESF# 16: Law Enforcement: Police Department

- Law enforcement activities
- Ingress and egress to the disaster scene(s)
- Coordination with county, state, and federal law enforcement agencies

ESF #17: Animal Services: Police Department

- Coordination of code enforcement regarding animals
- Facilitation of resources in response to pet, farm, and wild animal care
- Oversight of pet friendly shelters

ESF #18: Business and Industry: City Manager's Office

- Coordination between local government and business and industry.

ESF #19: Damage Assessment: Community Development

- Preliminary damage assessment activities within city jurisdiction
- Submission of data to Volusia County
- Facilitation of public facility damage assessment

ESF #20: Special Needs: Emergency Management

- Liaison with Volusia County to fulfill needs of the population

Non-Governmental and Volunteer Organizations

Non-governmental (NGOs) collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims when assistance is not available from other sources. These organizations primarily coordinate with Volusia County and have a representative at the county EOC. For example, the American Red Cross is an NGO that provides relief at the local level and coordinates the Mass Care element of ESF #6 at both the state and federal level. Community-based organizations receive government funding to provide essential public health services.

County Government

The county government is responsible for the umbrella of emergency management which covers the municipalities within its boundaries. County officials initiate a local declaration and coordinate with the state for the purpose of resources and aid. The county establishes support for municipalities during times of emergency and disaster.

State Government

As a State's chief executive, the Governor is responsible for the public safety and welfare of the people of Florida. The Governor:

- Is responsible for coordinating State resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents in an all-hazards context to include terrorism, natural disasters, accidents, and other contingencies
- Under a Governor's declaration the government has powers to make, amend, and rescind orders and regulations
- Provides leadership and plays a key role in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency within State jurisdiction
- Encourages participation in mutual aid and implements authorities for the State to enter into mutual aid agreements with other States, tribes, and territories to facilitate resource-sharing
- Is the Commander-in-Chief of State military forces
- Requests Federal assistance when it becomes clear that State or tribal capabilities will be insufficient or have been exceeded or exhausted

Federal Government

The federal government is responsible to:

- Provide emergency response on federally owned or controlled property, such as military installations and federal prisons
- Provide federal assistance as directed by the President of the United States under the coordination of the DHS, FEMA and in accordance with federal emergency plans
- Identify and coordinate provision of assistance under other federal statutory authorities
- Provide assistance to the state and local governments for response to and recovery from a commercial radiological incident consistent with guidelines as established in the current Federal Radiological Emergency Response Plan and the National Response Plan (NRP)
- Manage and resolve all issues pertaining to a mass influx of illegal aliens
- Provide repatriation assistance to U.S. citizens evacuated from overseas areas.

Private Sector

Primary and support agencies coordinate with the private sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters and emergencies.

The roles, responsibilities, and participation of the private sector during an emergency vary based on the nature of the organization and the type and impact of the incident.

Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause.

Unless the response role is inherently governmental (e.g., law enforcement, etc.), private-sector organizations are encouraged to develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies.

Citizen Involvement

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation. The City of Port Orange recognizes the strength of citizen involvement in emergency operations and continually works to facilitate this relationship.

Concept of Operations

A. Blue Sky Operations

Staff organization during normal operating hours is quite different than the responsibilities that are expected of during an EOC activation. Training is instituted with personnel to fill the necessary gaps. Staff will use times of normalcy to become educated about their EOC duties and complete any training that are necessary.

The City's Emergency Management Coordinator will manage implementation of the City's overall emergency preparedness planning and programming at this time. All department

B. Operational Organizational

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graph TD; IC[Incident Commander] --> PS[Planning Section]; IC --> OS[Operations Section]; IC --> LS[Logistics Section]; IC --> FAS[Finance and Administration Section]; PS --> IP[Information and Planning]; IP --> DA[Damage Assessment]; OS --> T[Transportation]; OS --> PW[Public Works]; OS --> FM[Firefighting]; FM --> SR[Search and Rescue]; SR --> U[Utilities]; U --> LE[Law Enforcement]; OS --> HM[Health and Medical Services]; HM --> HZ[Hazardous Materials]; HZ --> MS[Military Support]; MS --> AS[Animal Services]; LS --> MC[Mass Care]; MC --> VD[Volunteers and Donations]; VD --> SN[Special Needs]; SN --> FW[Food and Water]; FAS --> RM[Resource Management]; RM --> C[Communication];
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The organizational chart for Incident Command is structured as follows:

- Incident Commander**
 - Planning Section**
 - Information and Planning
 - Damage Assessment
 - Operations Section**
 - Transportation
 - Public Works
 - Firefighting
 - Search and Rescue
 - Utilities
 - Law Enforcement
 - Health and Medical Services
 - Hazardous Materials
 - Military Support
 - Animal Services
 - Logistics Section**
 - Mass Care
 - Volunteers and Donations
 - Special Needs
 - Food and Water
 - Finance and Administration Section**
 - Resource Management
 - Communication

City Level

The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the disaster scene(s). The

ICS/NIMS organization will maintain open communications and close coordination with the EOC at all times.

To the extent possible, all tactical and operational decisions will be made in the field within an ICS/NIMS structure, while policy and coordination functions will be accomplished from the EOC.

The ICS/NIMS provides a framework designed to standardize incident management for all types of hazards and across all levels of government. If used effectively, it should improve coordination between different agencies, levels of government and the private sector.

Public Safety Communications

Communications is provided through Volusia County Central Dispatch to all emergency responders.

ESF Coordinator, Primary, and Support Agencies

The City of Port Orange designates the primary agencies for each ESF to coordinate the activities of that function. In some cases, an ESF Coordinator may be assigned in addition to the primary and support agencies. An internal assignment within departments will be made for each ESF Coordinator during blue sky operations. The following describes the roles of the ESF Coordinator, Primary Agency and Support Agencies.

The **ESF Coordinator** has ongoing responsibility through the prevention, preparedness, response, recovery, and mitigation phases of incident management. The role of the ESF coordinator is carried out through a unified command approach as agreed upon collectively by the designated primary agencies. The responsibilities of the ESF coordinator include:

1. Pre-incident planning and coordination
2. Maintain ongoing contract with ESF primary and support agencies
3. Conduct periodic ESF meetings
4. Coordinate efforts with corresponding organization
5. Coordinate ESF activities relating incident planning and critical infrastructure preparedness

An agency designated as an **ESF Primary Agency** will:

1. Provide staff for the operations functions
2. Notify and request assistance from support agencies
3. Manage mission assignments and coordinate with support agencies
4. Work with appropriate private-sector organizations to maximize use of all available resources Support and keep other ESFs informed of operational priorities and activities
5. Executive contracts and procuring goods and services as needed
6. Ensure financial and property accountability for ESF activities

7. Plan for short-term and long-term incident management and recovery operations
8. Establish and maintain procedures for agency personnel to be available on a 24-hour basis for EOC staffing and emergency assignment and provide this information to the City Emergency Management Office.
9. Maintain a current inventory of key agency personnel, facilities and equipment, and establish procedures to ensure this information can be accessed from the EOC
10. Establish procedures for assessing damage to department facilities and injury to personnel
11. Maintain trained personnel to support interagency emergency response and support teams

Agencies designated as **ESF Support Agencies** will:

1. Conduct operations, when requested using their own authorities, subject-matter experts, capabilities or resources
2. Participate in planning for short-term and long-term incident management and recovery operations
3. Assist in the conduct of situational assessments
4. Provide staff, equipment or other resource support as requested
5. Provide input to periodic readiness assessments
6. Participate in training and exercises
7. Identify new equipment or capabilities required to prevent or respond to new or emerging threats and hazards
8. Provide information or intelligence regarding their agency's area of expertise.

Intergovernmental Mutual Aid

Mutual aid agreements and memorandums of understanding are essential components of emergency management planning, response, and recovery activities. These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts.

Deactivation of Emergency Facilities and Operations

As short-term recovery actions were completed, the Incident Commander would direct the City's EOC staff to initiate deactivation of the EOC, as well as other City emergency facilities, if activated.

The deactivation process would be adjusted to address the circumstances of the event and previous EOC staffing and operations. Deactivation could be staged as necessary, including de-escalation from Level 1 to Level 2 activation. This would be followed by complete deactivation of all ESF's, when appropriate, and return to Level 3 operations. Prior to completion of the deactivation process,

the Incident Commander, with the cooperation of each Section Chief, will ensure the following actions occur:

Defining the procedure and schedule for gathering, processing and archiving all documentation regarding the City's response and short-term recovery operations, including damage assessment information, operational logs, personnel time, and City expenditures.

- a. Identifying the need for replacement, return, or repair of equipment and supplies utilized during the activation period, with assignment of responsibility to ensure that such actions take place.
- b. Providing and encouraging access to critical incident stress debriefing services for all Emergency Organization staff members.
- c. Ensuring notification of the Volusia County EOC and/or Emergency Management Division, as well as key facilities or organizations of the schedule for deactivation of the City EOC.
- d. Returning the emergency facilities to their original, pre-activation condition.
- e. The City Manager, if indicated by the extent of the impacts within the City, will direct City personnel to implement long-term recovery and redevelopment actions.

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Incident Management Actions

This section describes incident management actions ranging from initial threat notification to early coordination efforts to assess and disrupt the threat, to preparatory activation of the ESF structure, to deployment of state resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents.

Notification and Assessment

Port Orange reports threats, incidents, and potential incidents using established communications and reporting channels. Initial notification of incidents at the local level are accomplished in a variety of ways including public safety radio, television, radio, fax, etc. The responsibility for notification to public safety is accomplished through Central Dispatch. Other agencies with responsibilities for notification include the National Weather Service, Florida Department of Law Enforcement, Volusia County, Florida Division of Emergency Management, the National Hurricane Center, the Storm Prediction Center and the Army Corps of Engineers.

Preparedness

Preparedness activities include:

- Plan development and maintenance
- Public information
- Training and exercises

Response

Port Orange Response

The city must be prepared to respond quickly and effectively on a 24-hour basis to developing events. When an event or potential event is first detected, the EOC is activated to a level appropriate to the magnitude of the threat.

The Port Orange Attorney's Office will provide legal services to support the jurisdiction during emergency situations.

All local agencies and volunteer organizations are grouped into ESF priorities to carry out assigned missions. Each ESF is comprised of one or more primary agency(ies) serving as lead and several other agencies and organizations providing support.

Local Disaster Declaration

Based on the complexity, severity, duration or resource needs of the event, the Port Orange City Council may find it necessary to declare a local emergency.

If at any point during a developing emergency, officials determine the situation requires resources beyond local capabilities (including those obtained through mutual aid), assistance may be requested through Volusia County Emergency Management.

Regardless of the level of assistance provided by outside entities, overall direction and control remains the responsibility of the City.

Emergency Operations Center (EOC)

The EOC is located at the Port Orange Police Department. The EOC is the primary location from which emergency operations will be conducted.

County Disaster Declaration

Based on the complexity, severity, duration or resource needs of the event, the Volusia County Council, or designee, may find it necessary to declare an emergency. If at any point during a developing emergency, officials determine the situation requires resources beyond local capabilities, assistance may be requested through the FDEM.

The Volusia County Council or designee will serve as a liaison with FDEM and DHS/FEMA for coordinating state and federal assistance.

State Disaster Declaration

When an emergency or disaster has occurred or is imminent, the Governor may issue an Emergency Disaster Declaration proclaiming the existence of a State of Emergency or activate the emergency response, recovery and prevention aspects of state, local and inter-jurisdictional disaster plans.

State assistance will be provided if it is available and deemed appropriate. If state resources are inadequate, the Governor may request federal assistance through the Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA).

Recovery

City Level

A. Short-Term Recovery Operations

As the immediate emergency response operations near completion, the Incident Commander would initiate the transition of the City's Emergency Organization to short-term recovery operations. These actions will vary depending on disaster conditions, but are likely to include all or some of the following:

1. The Incident Commander, through the Liaison Officer, would establish from the Volusia County EOC, the anticipated plans for County, State or Federal short-term recovery operations and define the City's role in such operations; The City's EOC staff would be advised accordingly.
2. The Planning Section would, through ESF #5 and ESF #19, develop for approval and distribution, an plan for the short-term recovery operations to be conducted by the City, including operations for coordination of recovery operations with Volusia County, the State of Florida and Federal departments, if indicated.
3. The Operations Section, through ESF #16 advised by the Safety Officer, would direct and coordinate operations for public security, health and safety, as well as the restoration and maintenance of civil order. If the Florida National Guard has been activated to Port Orange, City ESF #13 would assume responsibility for coordination of City and Guard operations.
4. As indicated, the Operations Section, through ESF #8, would coordinate with Volusia County, the State of Florida and/or Federal departments for any post-impact public health and safety operations to be conducted by them within the City.
5. If evacuation or sheltering-in-place of portions of the City occurred, the Safety Officer would advise the Incident Commander if and when such directives could be lifted. When directed by the Incident Commander, the Public Information Officer would issue public announcements accordingly, while the Operations Section would direct actions to open the affected area(s), to manage evacuation re-entry traffic and/or to instruct individual's sheltered-in-place to exit and ventilate structures.
6. If a major evacuation of other jurisdictions within Volusia County occurred, the Operations Section, through the Liaison Officer, would obtain information regarding the plans and timing for evacuation reentry; as indicated, action would be taken to provide traffic management support for evacuation reentry traffic on Dunlawton Avenue to I-95. The Liaison Officer would also determine if other aspects of a countywide evacuation reentry plan required actions by Port Orange, and if so, would advise the Incident Commander accordingly.
7. If the event resulted in property damage, the Planning Section, through ESF #19, would initiate the detailed damage assessment process and provide coordination and resource support until finalized. Final damage assessment information would be forwarded to the City's Planning Section, as well as the Volusia County EOC and/or the Emergency Management Division.

8. If indicated, the Operations Section, through ESF #16, would direct actions to provide security to damaged or affected areas and to coordinate with the City's Community Development Department to condemn and secure unsafe structures.
9. The Operations Section, through the City's ESF #3, would coordinate the completion of the debris removal process from public roadways and property. ESF #3 would also schedule and coordinate debris removal and disposal by private companies and ensure required documentation is maintained.
10. The Operations Section would coordinate any County or State operations for debris removal within the City and/or with implementation of a countywide debris management plan, if available.
11. The Operations Section, through City ESF #12, would coordinate the City's role in and support to the restoration of water and sewer services, traffic management functions, and restoration of electric power and telephone service.
12. The Operations Section, through ESF #16, would monitor the functioning of volunteers in the jurisdiction to ensure the services provided are safe and effective, and for the overall benefit of the City's disaster victims; if necessary, the Operations Section would direct corrective actions, in cooperation with Volusia County ESF #15.
13. On request of the Volusia County EOC, the Operations Section, through ESF #6, would activate and staff the Point of Distribution in the City.
14. The Public Information Officer, through ESF #14 and the Port Orange Citizens Information Center, would obtain and distribute information regarding assistance available to the City's disaster victims, including:
 1. The location, driving directions, materials available and hours of operation for the Point of Distribution for food, water, ice, tarps, and similar urgently needed materials.
 2. Contact information and telephone numbers for City, County, State or Volunteer departments providing other types of assistance to disaster victims.
 3. The locations and driving directions for the nearest Disaster Recovery Center, if established by the State of Florida or the Federal government
 4. State or Federal disaster assistance programs anticipated to be implemented and for which City departments, City businesses, and/or its citizenry would be eligible.

15. The Planning Section would finalize documentation regarding the response and recovery operations, including the City's assessed damages, operations conducted, communications logs, resource utilization information, personnel time, City expenditures, and similar documents. (If a Finance/Administration Section was established by the Incident Commander, the personnel time and City expenditures during response would be finalized by this group.)

B. Long-Term Recovery and Redevelopment

Long-term recovery operations for the City will vary with the characteristics of the event, the extent of the damage, the sectors of the community damaged, and the availability of state and/or Federal disaster relief programs. For the City, these operations would be managed and coordinated from the normally utilized offices of City personnel, or if required by the scope of the needed operations, from a facility specifically designated for the City's long-term recovery and redevelopment efforts.

Long-term recovery operations for events which did not receive a gubernatorial or presidential disaster declaration would be supported only by funding and resources made available locally, e.g., from Volusia County, the City, or volunteered donations. Under this circumstance, long-term recovery operations would be anticipated to be limited, and coordination by City personnel could include actions such as the following:

1. Identification of the individuals, facilities, or sectors of the community impacted by the event and definition of their unmet needs.
2. Continuing solicitation and management of donated goods, services and funds to address the defined unmet needs.
3. Assisting disaster victims to access normally available social services programs to address unmet needs.
4. As feasible, facilitating interaction between owners and operators of damaged property, including local government entities, and insurance adjustors.
5. Ensuring that appropriate mitigation opportunities are identified and acted upon during the recovery process.

If the event warranted a gubernatorial or presidential declaration of disaster, it can be anticipated that a range of disaster relief programs to support long-term recovery would be available. These programs could include but not be limited to:

1. Programs available pursuant to the Stafford Act, including Public and Individual Assistance, as well as the Hazard Mitigation Grant Program.
2. Programs available through other Federal sources, such as Small Business Loans, programs of the Department of Housing and Urban Development, the Department of Agriculture and similar.
3. Special state or congressional appropriations specifically for recovery from the disaster.

In the event long-term recovery operations are to be implemented by Port Orange, the City Manager will designate a staff member to serve as the City's long-term recovery coordinator.

The Community Development department will be a major aspect of long-term recovery operations. In the role, the coordinator would be responsible for actions including, but not necessarily limited to, the following:

1. Serving as the City's liaison to the above-noted State and Federal programs.
2. Coordinating City agency participation in the Federal Public Assistance and Hazard Mitigation Program and providing technical assistance in completing the necessary applications and certification forms.
3. Implementing or supporting efforts in public information and community relations to advertise the availability of and requirements for participation in state and Federal relief programs.
4. Identifying unmet needs to County, state and Federal departments and actively pursuing funding to address these needs.
5. Facilitating interaction between County, state and Federal officials and the City's disaster victims.
6. Serving as the City's representative for implementation of Volusia County's long-term recovery and redevelopment program.
7. Coordinating the development and approval of the City's own long-term recovery and redevelopment plan.
8. Advising the City Manager on the need for City approvals for actions such as:
 1. Imposing a temporary building moratorium to allow for planning of the long-term recovery process.
 2. Seeking financial support for development and implementation of the long-term recovery plan.
 3. Securing additional local agency staff for increased functions such as issuance, inspection, and enforcement of building permits.
 4. Establishing mechanisms to seek and utilize community input to the development and implementation of the long-term recovery plan.
 5. Cooperating with inter-jurisdictional coordination of long-term recovery and redevelopment efforts to avoid conflicting or inconsistent efforts.
 6. Promoting redevelopment of less vulnerable structures by requiring incorporation of mitigation techniques into the land planning and reconstruction components of the long-term recovery plan.
 7. Addressing the economic and social implications of the recovery and redevelopment process, striving to create redevelopment patterns that will have increased value for the economic vitality of the community and the quality of life of its citizens.

C. Continuing Response Actions

The EOC staff will continue to provide direction and support to field operations as needed for the duration of the response and long-term recovery phase.

Flexibility is intended in the continuing response operations, with adjustments being made on a continuous basis to respond to the resource needs, the intensity of operations, the availability of state and Federal resources, and similar factors. Continuing operations remain under the leadership and oversight of the Incident Commander, with actions implemented by the appropriate component of the Emergency Organization.

Continuing response actions by the City EOC are likely to include the following:

1. The Incident Commander would direct implementation of the EOC shift schedule established, if necessary.
2. The Incident Commander would continue to direct operations of the City's Emergency Organization through approval of IAPs, policy making and coordination of the actions of the EOC staff.
3. The Incident Commander would, if indicated, direct expansion or modification of the City's EOC Emergency Organization through new or continued activation of ESF and other branches.
4. The Incident Commander, with the support of the Liaison Officer, would maintain communication and coordination with the leadership of the Volusia County EOC and, as indicated, the leadership of EOC's of surrounding jurisdictions.
5. Based on incoming information and/or upon request of the Volusia County EOC, the Incident Commander would evaluate and implement, if indicated, actions to promulgate temporary emergency ordinances, e.g., curfews, prohibition on liquor sales, etc. The Operations Section would implement necessary enforcement actions, while the Public Information Officer would ensure public awareness of such temporary ordinances.
6. The Planning and Operations Sections would continue to gather and process information regarding disaster conditions and the needs of disaster victims.
7. The Logistics Section would continue to support operations of the City's Emergency Organization through procurement, delivery, monitoring and retrieval of additional personnel and resources.
8. Activated City ESF's would continue operations in accord with the corresponding ESF annex and the approved IAP, and consistent with the requirements of the situation.
9. On the schedule directed by the Incident Commander, the Planning Section and/or ESF #5 would prepare an updated IAP for approval and distribute the approved plan.
10. The Planning Section and/or ESF #5 would continue to prepare SITREPS for the City and provide them to the City EOC staff and to the Volusia County EOC if activated, or to the Volusia County Emergency Management Division.

11. The Operations Section would continue to direct and coordinate field operations, in a manner consistent with the approved IAP.
12. If an evacuation of some or the entire City occurred, the Operations Section through ESF #16 would take action to maintain security for and within the evacuated area. If a shelter-in-place instruction was given for public protection, the Operations Section through ESF #16 will secure the perimeter of the affected area to prevent unauthorized or inadvertent public entry. If necessary, additional law enforcement personnel for this operation would be requested from mutual aid sources or from Volusia County.
13. If indicated, the Operations Section would coordinate with the City's ESF #3 and #12 to ensure that:
 - i. Priority roadways are opened for movement of emergency vehicles, evacuation traffic and similar vital transportation needs.
 - ii. Water pressure is available or restored for fire suppression.
 - iii. Generators are secured and installed for critical facilities and other vital functions.
14. As requested by field staff, additional resources and materials will be obtained by the Operations Section and/or Logistics Section, through the County EOC, if activated, mutual aid agreements with other jurisdictions, pre-event contracts with private sector, or similar actions; If resources become limited, the Operations Section Chief would prioritize the allocation of resources in a manner consistent with the approved IAP.
15. The Logistics Section and the Operations Section would track and document the availability of City's personnel, equipment, and supplies for deployment through continued coordination with the City's Logistical Staging Area(s) staff.
16. The Safety Officer would continue to assess and advise on conditions that may pose a threat to the health and safety of the City's emergency responders and/or the general public; The Safety Officer would also obtain additional information from Volusia County Emergency Management Division and/or the County Health Department, through County ESF #8, if activated, regarding hazardous conditions and the appropriate actions.
17. The Liaison Officer would continue to maintain information exchange and coordination of operations with the Volusia County EOC, if activated, as well as with the operations of adjacent jurisdictions and/or other organizations or important facilities within the City.

18. The Public Information Officer would continue to issue media releases regarding the City's situation and operations, including emergency instructions for the public, e.g., boil water advisories. As necessary, the Public Information Officer would coordinate public information and emergency instructions with the JIS operated by Volusia County, the State of Florida and/or Federal departments.
19. The Public Information Officer and ESF #14 would establish and staff the Port Orange Citizens Information Center.
20. The Finance/Administration Section would document the City's personnel time and the expenses incurred for response operations, as well as establish accountability measures for reimbursement from the Federal Emergency Management Agency, whenever applicable.

Presidential Disaster Declaration

Requests for federal disaster assistance will be predicated on the requirements outlined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288). After city government conducts a preliminary disaster assessment and reports to Volusia County, FDEM teams will deploy and conduct a joint local/state comprehensive disaster assessment on homes and businesses. Based on the FDEM data, a preliminary damage assessment (PDA) may be scheduled that includes the Federal Emergency Management Agency (FEMA) and the Small Business Administration (SBA). The Public Assistance (PA) Program may deploy teams to inspect those areas affected that meet the PA Program criteria.

Joint Field Office (JFO)

The Joint Field Office (JFO) is the primary field location for the coordination of federal and state recovery operations. Recovery and mitigation operations, logistics, information and planning, financial management and general administration are coordinated at the JFO.

Recovery Field Operations

Following a disaster, with or without a Presidential Declaration, the county/state may deploy several specialized recovery teams (personnel) and centers (facilities) into a disaster area.

Public Assistance (PA) Activities

A Presidential Disaster Declaration initiates a process that begins with applicants filing a Request for Public Assistance at an applicant's briefing. These briefings are publicized through the media and notifications to county emergency management directors in accordance with 44 CFR-206 Subpart G & H.

- Project worksheets are prepared for eligible emergency costs and eligible costs for restoration of damaged facilities

- The federal share for reimbursement under most federal declarations is 75 percent. The 25 percent nonfederal share is normally provided from a combination of State and local sources in accordance with policies established by the Executive Office of the Governor and the Florida Legislature
- In addition, the federal government does provide for an administrative cost allowance for each eligible project that is 100 percent federally funded
- The State serves as the Grantee and eligible applicants are Sub-grantees under the federal disaster assistance program
- Contractual agreements with the FDEM are executed with applicants with all reimbursements coming through the Division
- Documentation, record keeping, inspections, and final closeouts are overseen and approved by the FDEM

Individual Assistance (IA) Activities

Once a Presidential Declaration has been issued that authorizes IA, the State IA Officer will coordinate with a federal counterpart on all related individual assistance programs, as defined and prescribed in 44 CFR, Part 206, Subparts D, E, and F.

- The primary means of applying for IA will be made through a National Tele-registration toll-free number.
- Disasters that do not support the criteria for requesting IA as part of a Presidential Disaster Declaration may meet the criteria for other federal assistance.

Mitigation

Port Orange is a participant in “Volusia Prepares,” which is a countywide, multi-jurisdictional effort to reduce the vulnerabilities of the communities of the county to future hazards of all types. Volusia Prepares is active before and after disaster events. Before disasters, Port Orange participates in technical analyses identifying potential hazards threatening the jurisdiction, defining vulnerabilities to those hazards, and formulating mitigation initiatives to eliminate or reduce those vulnerabilities. The mitigation initiatives are included in the City’s portion of the countywide mitigation plan and are scheduled for implementation when the resources to do so become available.

Following a major disaster, several operations will be taken by the City in support of this existing hazard mitigation planning effort. These include, but are not necessarily limited to, the following:

- a. Assessment of the impacts of the event to identify previously unknown vulnerabilities.
- b. Documentation of the effectiveness of previously implemented mitigation initiatives in terms of lives saved, injuries prevented, and/or the value of property protected.
- c. Expansion and improvement of the City’s hazard mitigation plan by formulating additional initiatives based on the experience with the event.
- d. Participating in the Federal Hazard Mitigation Grant Program, if available, or other state and Federal programs, to initiate implementation of appropriate mitigation initiatives already incorporated into the plan.

Overall, it is the intention of Port Orange to incorporate mitigation planning and programming throughout all aspects of the preparedness, response and recovery operations defined in the CEMP.

State Mitigation programs (Pre-Disaster)

The National Flood Insurance Program (NFIP) – The Department of Agriculture, Division of Water Resources (DWR), provides technical assistance to the public and communities on the NFIP. The NFIP provides flood insurance to communities that agree to implement land use planning and construction requirements to reduce flood damage in their jurisdiction. These land use and construction requirements apply to all new construction and substantial improvements to existing structures in the community's Special Flood Hazard Areas (SFHAs).

Additionally, DWR provides technical assistance to local communities on the Community Rating System (CRS). The CRS is an integral part of the NFIP. Through reduced flood insurance premiums, the CRS provides incentives to communities that go beyond the minimum flood plain management requirements established through the NFIP.

The Flood Mitigation Assistance Program (FMAP) – FDEM administers the FMAP. This program makes federal funds available pre-disaster to fund mitigation projects in communities participating in the NFIP. These funds have a 25 percent non-federal match requirement. The overall goal of the FMAP is to fund cost effective measures that reduce or eliminate the long-term risk of flood damage to NFIP insurable structures. This is accomplished through the reduction of the number of repetitively or substantially damaged structures.

State Hazard Mitigation Planning - The State Hazard Mitigation Plan is updated annually or in the aftermath of a disaster at the direction of the State Hazard Mitigation Officer (SHMO) as necessary. Additionally, the mitigation staff continues to provide technical assistance to communities on the development, implementation, and maintenance of local mitigation strategies.

State Mitigation activities (Post-Disaster)

Post-disaster mitigation activities at the JFO require a well-orchestrated and coordinated effort among the various levels of governments.

This PA Program assures that the mitigation opportunities provided under Section 404 of the Stafford Act are realized. Also, Section 406 of the Stafford Act provides for direct federal assistance for repairs and improvements to eligible damaged public facilities. Mitigation measures (improvements) must be identified in the Project Worksheets (PW's). The award of Section 406 hazard mitigation projects is at the discretion of the FEMA Regional Director.

Continuity of Government

Succession of Authority

The ultimate responsibility for all emergency management functions belongs to the City Council. Although these officials are legally responsible for all policy level decisions, the City Council may empower direction and control of all emergency management activities in Port Orange, Florida to the City Manager of Port Orange or another designee.

Lines of succession of authority and command for Port Orange are as follows:

1. Mayor
2. Vice-Mayor
3. Member of the Council
4. City Manager
5. Assistant City Manager

Delegation of Emergency Authority

The elected officials of Port Orange are responsible for all policy-level decisions. The council may empower the City Manager for Port Orange to direct all emergency management activities.

Emergency Actions

Emergency actions are those actions that are essential to protect lives and property from immediate threat. Such actions may include:

- evacuation
- sheltering in place actions

These actions will be undertaken based upon the type of threat and at the request or recommendation of the Incident Commander.

Preservation of Records

It is the responsibility of tasked agency officials to ensure that important documents are safeguarded in accordance with agency SOP's and county records management policies.

Protection of Government Resources

The business of the government at all levels must continue in order to provide security, protection and assistance for recovery. Efforts to accomplish this task include:

- Plans and procedures
- Backup of computer data
- Offsite storage of computer or hard files
- Backup generators
- Memorandums of Understanding

Administration and Support

Support

Requests for county, state, or federal assistance will be made through the Florida Division of Emergency Management. Exceptions to this are detailed in federal, hazard-specific contingency plans and procedures.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services will be in accordance with the provision of state law and procedures. The declaration of a local emergency, issued by the City Council, may suspend selected rules and regulations that impede emergency response and recovery operations.

Reports and Records

Upon determination of need, the City Manager may authorize and impose additional emergency recording and reporting requirements applicable to local governments and state agencies.

Expenditures and Recordkeeping

Deliberate financial tracking is required to help ensure state and federal reimbursement in the event of a Presidential disaster declaration. During disaster operations, all agencies will:

- Maintain records of all expenditures to provide clear and reasonable justification for budget requests or reimbursement
- Develop procedures to ensure financial records clear and unambiguously identify disaster-related expenditures
- Use available resources and personnel as reasonable to cope with the emergency situation
- Maintain sight of the mission identified in this CEMP when taking actions and incurring costs

After Action Review

Following all emergency operation activations, the Emergency Management Coordinator will facilitate the establishment of a report detailing the strengths and lessons learned from each event.

The critique conducted will entail both written and verbal input from all appropriate participants, including field personnel.

Plan Development, Maintenance and Execution

All tasked agencies will be responsible for the development and maintenance of their respective responsibilities of the plan. Tasked agencies are responsible for maintaining internal plans, standard operating procedures, and resource data to ensure prompt and effective response to an incident of significance.

The Emergency Management Coordinator will facilitate annual reviews for all emergency plans with direction and input from all levels of staff.

Authorities and References

Two categories of authorities are described in this section: those requiring preparation of the CEMP and those authorizing its implementation when needed. Listed first are those promulgated by the State of Florida and the Federal Government.

The principal requirements related to the preparation of the City's CEMP are F.S. Chapter 252 at the state level. Under Chapter 252.38(2), the City is authorized to prepare a CEMP that is consistent with that of Volusia County and the State of Florida's CEMP's. These, in turn are to be consistent with the National Response Plan (NRP).

At the Federal level, NIMS requires each jurisdiction to have an emergency operation plan if they are to be eligible for Federal preparedness grants. Emergency preparedness programming and planning requirements for local governments are also expressed in NIMCAST. These were developed from the mandate contained in Homeland Security Presidential Directive No. 5 and Homeland Security Presidential Directive No. 8. In addition, the US Department of Homeland Security's "Homeland Security Exercise and Evaluation Program," represents a Federal requirement applicable to local emergency plan exercises receiving Federal funding.

The second authority is to implement the CEMP during time of need, and this stems directly from the approval of the plan by the City Council, which authorizes its activation when needed, and delegates the authority for implementation of its provisions when necessary.

A. Authorities

a. Federal

- i.** The Robert T. Stafford Disaster Relief and Emergency Assistance, Public Law 93-288 as amended.
- ii.** National Response Framework and selected HS Presidential Directives: #5 and #8.
- iii.** Other executive orders and acts pertaining to disasters enacted or to be enacted.
- iv.** Public Employees Occupational Safety and Health Act (PEOSHA) regulations.

b. State

- i.** Statewide Mutual Aid Agreement.
- ii.** Florida State Statute Chapter 22, Emergency Continuity of Government.
- iii.** Florida State Statute Chapter 23, Florida Mutual Aid Act.
- iv.** Florida State Statute 252.38 Emergency Management Powers; Political Subdivisions.

c. Local

- i.** Mutual Aid Agreement – Combined Operational Assistance and Voluntary Cooperation Agreement for Volusia County, Florida (Law Enforcement).
- ii.** Inter-local Agreement Providing Fire-Rescue and Emergency Medical Services Automatic Aid and Closet Unit Response System.

- iii. Inter-local Agreement for Fire and/or Rescue Service Mutual Aid within Volusia County, Florida.
- iv. Volusia County CEMP, its 20 Emergency Support Function Annexes, Mitigation Annex, and Recovery Annex.
- v. Volusia County Multiple Casualty Plan, Volusia County Shelter Plan, Volusia County Evacuation Plans, Volusia County Logistics Plan, and Volusia Terrorist Incident Response Plan.
- vi. Volunteer, Quasi-Governmental
- vii. Act 58 4 1905, American National Red Cross Statement of Understanding, December 30, 1985.
- viii. Mennonite Disaster Services – Agreement with FDAA, 1974.
- ix. Public Law 93 288

B. References

a. Federal

- i. Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, March 2009.
- ii. Homeland Security Exercise and Evaluation Program (HSEEP), February 2007.
- iii. National Incident Management System (NIMS), December 2008.
- iv. National Response Framework, Federal Emergency Management Agency, January 2008.

b. State

- i. Florida Comprehensive Emergency Management Plan
- ii. State map with homeland security and emergency management regions

c. Local

- i. Florida Power and Light Emergency Plan
- ii. Inter-local agreement(s)

Safety Guidelines: Tornadoes

Purpose:

To provide staff with guidance on the procedures to be followed when notified of a tornado watch and/or a tornado warning originating from the National Weather Service.

Goal:

To minimize personal injury, loss of life and property damage through proactive measures.

Responsibility:

Department heads will ensure that all employees within their areas of responsibility read and receive direction to comply with these guidelines.

General Information

Tornadoes in Florida can form in all seasons. Many of Florida's tornadoes occur in the Spring and Summer months. Summer season tornadoes (June-September) typically occur along strong sea breeze boundary collisions, as well as from tropical cyclones. Spring season tornadoes (February-May) can be more powerful and deadly as they are spawned from severe supercells along a squall line ahead of a cold front. These types of tornadoes are also possible in the fall and winter months (October-January). Summer season tornadoes typically occur during the day, Spring season tornadoes often strike in the middle of the night.

Tornado Watch: Weather conditions are considered favorable for tornadoes to form in and near the watch area. These conditions are determined by the National Weather Service which transmits the watch information through weather radio, television and radio. When a **tornado watch** has been issued for your area, you should monitor weather radio, local radio or television for additional watches or warnings.

Tornado Warning: A tornado warning means that a tornado has been sighted by the public or local law enforcement, or that Doppler radar has indicated an area of rotation that could develop, or has developed, into a tornado.

Take shelter immediately. Remember that tornadoes can form and move quickly; therefore, there may not be adequate time to issue a warning. If severe thunderstorms occur, be alert to the fact that a thunderstorm could trigger a tornado, and **be prepared**.

Action Guidelines

Tornado Watch:

When the National Weather Service issues a tornado watch, it will be received on all Weather Alert Radio systems located in key facilities/offices on campus. Notice may be received through cell phone or e-mail alerts. Upon hearing the announcement of a TORNADO WATCH, the department head or designee will alert personnel of the notification. This alert will come through e-mail or the communication method that is easiest accessible at the time. The notification will include the following information/instructions:

- The City of Port Orange is under a **TORNADO WATCH**
- Time tornado watch expires
- Normal routine will not be interrupted unless a **TORNADO WARNING** is issued
- If the weather radio or indicates a tornado warning for Port Orange, proceed immediately to nearest designated tornado area in your building.

CEMP Annex 1 Tornado
City of Port Orange

Tornado Warning:

When the National Weather Service issues a tornado warning, the weather radio will be activated. All individuals in city buildings will proceed to the closest safe area in the building to shelter-in-place. Departments should congregate together, if possible. Recommended areas are listed however, the nearest possible area that is closest to the ground and without windows should be used.

City Hall:	Council Chambers
City Gym:	Hallway between gym areas
Lakeside:	Bathroom
Public Works:	Inner-Office area or Sign Shop
Reclaimed Water Plant:	Inner-Office or Bathroom
Charles B Garnsey Plant:	Inner-Office or Bathroom(s)
Police Department:	1 st Floor Training Room
Station 71-Station 75:	Locker Rooms/Bathrooms
Adult Activity Center:	Bathroom(s)

A. Department Heads and Supervisors:

1. Direct staff to proceed in a quick and orderly manner to the nearest designated shelter area in the building.
2. Instruct occupants not to leave the building or area.
3. Persons with a weather alert radio should bring the radio to the shelter and monitor for the expiration or continuation of the warning.
4. Maintain an attendance record of employees.

B. Personnel will:

1. Proceed to the nearest designated shelter area in the building by the quickest route.
2. Move quickly but in an orderly manner so that all may arrive safely.
3. Take a seat in the shelter area (if seats are not available, calmly remain standing).

C. Personnel that are **in the open**:

1. Move at right angles to the tornado.
2. Attempt to reach a building or other type of shelter.
3. If there is no time to escape or find shelter, lie flat in a ditch or depression, avoiding areas subject to rapid water accumulation or flooding in heavy rains.

Following a Tornado:

A. Department Heads and Supervisors:

1. Account for all personnel.
2. Note any damage to premises
3. Call Emergency Services at 911 if needed.
4. Check-in with the Emergency Management Coordinator to report status of department.

Vehicle Relocation Map



Vehicle Relocation Map



ESF1-Transportation

Primary Coordinator:	Port Orange Police Administration
Primary Agency:	Port Orange Police Department
Support Agency:	Port Orange Public Works Port Orange Fire and Rescue
County Agency:	Volusia County School District Student Transportation Services VOTRAN Volusia County Sheriff's Office

Purpose

Emergency Support Function (ESF) #1 – Transportation addresses both emergency transportation assistance and the maintenance of transportation routes. Specifically, it discusses:

- Movement of people and resources
- Restoration of transportation infrastructure
- Coordination of resource movement
- Traffic restrictions and transportation safety
- Mutual aid and private sector transportation resources

Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Port Orange Comprehensive Emergency Management Plan.

Concept of Operations

General

The Port Orange Police Department is the primary agency for providing ESF #1 technical assistance, resources, and support during response activities.

Close coordination will be maintained between local, state and federal officials to determine potential needs for support and the most expeditious means of acquiring that support. Various incident management systems will be used for collecting, processing, and disseminating information.

In general, evacuation criteria will take into account variables such as demographics of the city, immediacy, seriousness and expected duration of the threat; vulnerable populations at risk; and adequacy/ availability of evacuation routes.

- . Natural Hazards: Additional criteria to be considered with natural hazards may include floodplain data, forecasts for ravine and/or flash flooding, rangeland fire danger indices, and other hazard specific warnings or advisories promulgated by agencies such as the National Weather Service, U.S. Geological Survey, etc.
- . Technological Hazards: Additional criteria to be considered in technological hazard situations may include the hazard classification of dams; or the quantity, toxicity, concentration, flammability and/or explosiveness, projected path, proximity to other hazards, & time distance-shielding factors for hazardous chemicals.

In all situations other than those involving immediate life safety concerns, decisions on whether and/or when to evacuate will always be made after consulting with the appropriate city/county departments or agencies, and will be coordinated with all the jurisdictions affected.

The decision to shelter in-place takes into account many of the same variables as evacuations. Shelter in-place is often the more practical option when the danger is immediate or when the threat will be less serious or relatively short-term in nature.

- . Natural Hazards: Hazard specific warnings or advisories issued by the National Weather Service or local emergency management agencies and broadcast to the public via local radio & television stations & cable TV networks.
- . Technological Hazards: Additional criteria to be considered in technological hazards may include quantity, toxicity, concentration, flammability or explosiveness, projected path, proximity to other hazards, & time-distance-shielding factors.

When the danger has passed, the public will be informed through news announcements over local radio, television & cable TV networks.

Most businesses, schools, hospitals, nursing homes, etc., have developed internal plans for providing expedient shelter within their facilities. While the city does not have any designated public shelters for protection from natural or technological hazards, it does coordinate the activation of a private shelter for the purpose of providing mass care & shelter for persons displaced from their homes that are city employees or family members of employees.

When the emergency/disaster situation has stabilized and it is again safe to return to a previously evacuated area, the authorization to allow reentry will be given by the Chief of Police or designee or as otherwise directed from the Incident Commander.

The U.S. Department of Transportation (DOT) Emergency Response Guidebook provides suggested distances for protecting, isolating or evacuating people from hazardous materials spill areas. The information in this Guidebook is attached to the CEMP and will be consulted to determine areas to be evacuated or areas for which in-place shelter will be recommended. The Emergency Response Guidebook is available on-line and when possible, the EOC will work with the field to make this information available to the field. Although private automobiles are the preferred method of evacuation, there will be individuals and groups who require assistance in relocating from an evacuation area.

Schools, hospitals, nursing homes & daycare centers are responsible for ensuring the overall safety & well-being of their students, patients, residents, staff & visitors to their facilities. To that end, emergency plans should be developed taking into account the hazards to which those facilities might reasonably be exposed. Such hazards include, but are not limited to, natural & technological disasters, fire/explosion, physical plant and/or utility failure, security threats and vehicular accidents. These “vulnerable populations” are encouraged to be pro-active in developing & implementing their plans.

Because of its critical nature, the assessment of damage and if necessary the restoration and protection of transportation infrastructure and resources will be a priority during emergency operations.

Pet Evacuees

For large scale events, Port Orange will rely on local and state chapters of the Veterinary Medical Association, the Humane Society, and non-profit organizations to help coordinate pet shelter activities, and on Volusia County and other farm-related agencies or organizations for issues regarding livestock.

Dunlawton Bridge

The Dunlawton Bridge is within Port Orange's jurisdiction. The Police Chief will have discretionary privilege concerning the opening and closing of the bridge. This may be communicated with outside municipalities to coordinate bridges with New Smyrna Beach, Daytona Beach, and Daytona Beach Shores.

At 45MPH sustained winds, bridges are recommended to be closed. Bridges may be closed prior to this based on event discretion.

Organization

The Port Orange Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision making, including all activities associated with ESF #1.

A Port Orange Police Department representative will be responsible for coordinating the resources required for the movement of people and for the maintenance of transportation routes and coordinating the use of the equipment to move resources and supplies.

The ESF #1 team members are critical members of the EOC Team and will work within the EOC structure as described the Port Orange CEMP.

Actions

Preparedness

- Maintain awareness of the transportation related components of the CEMP.
- Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector, as needed.
- Ensure personnel are trained in EOC operations, the Incident Command System (ICS) and the National Incident Management System (NIMS).
- Develop plans to use available transportation systems to manage the immediate transport of critical supplies.

- Develop plans to provide resources to assist with evacuations or other movements of people.
- Participate in training, drills and other activities to improve interagency communications.
- Review departmental Standard Operating Procedures (SOPs) and maintain personnel call up lists.
- Participate in emergency management training and exercises.

Response

- Ensure damage assessments are performed on infrastructure and transportation systems, facilities and equipment.
- Coordinate with other response agencies regarding the operational capabilities of the transportation system.
- Assign transportation resources to move materials, personnel and supplies as requested by first responders.
- Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes.
- Assist in initiating traffic management operations and control strategies.
- Provide field support for emergency responders at the scene integrated through the Incident Command System (ICS).

Recovery

- Continue to coordinate transportation of equipment, supplies and people.
- Continue to perform tasks necessary to expedite restoration and recovery operations.
- Scale back assignments and personnel requirements to normal.
- Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
- Evaluate response and make necessary changes in this ESF Annex to correct shortfalls and improve future response activities.
- Participate in after action meetings and prepare after action reports as requested.

Prevention

- Work with other involved agencies to identify and correct potential shortfalls in the ability to use emergency access and egress routes and available transportation resources.
- Coordinate with other agencies on the development of evacuation plans, particularly for pre-identified hazard areas.

Direction and Control

All evacuation and transportation activities will be coordinated through the Port Orange Emergency Operations Center that will serve as the source of all direction and control.

Hazardous Materials Incidents

- When evacuation of an area takes place, the City Council will be alerted so the necessary services can be activated and coordinated. City of Port Orange or designee will notify Volusia County Emergency Management and the Florida State Watch Office.

All tasked agencies will:

- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the EOC to assist with transportation activities
- Provide ongoing status reports.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, and provide this information to the Port Orange EOC.
- Perform other emergency responsibilities as assigned.

Administration and Support

Support

Requests for emergency assistance will be directed through central dispatch. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Record keeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from local sources (i.e. General fund, etc.).

Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise. ESF 1 team members will also take part in a final after action report conducted by the Emergency Management Office.

ESF2 -Communications

Primary Coordinator: Port Orange Information Technology Division

Primary Agency: Port Orange Administrative Services Department

Support Agency: AT&T and AT&T Wireless
Communications International
Brighthouse

County Agency: Volusia County Information Technology Division

Purpose

This ESF describes the systems and procedures for communicating during a disaster. It addresses:

- Communications interoperability among field response units
- Primary and back-up communications systems
- Communications to and from the Emergency Operations Center (EOC)
- Sources for communications augmentation such as Amateur Radio
- Other communications systems to support emergency operations

ESF #2 also addresses warning and notification, as well as information technology and telecommunications.

Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Port Orange Comprehensive Emergency Management Plan.

Policies

ESF #2 applies to all agencies and organizations with assigned emergency responsibilities in the POCEMP.

Concept of Operations

General

The Information Technology Division is designated as the coordinator for ESF #2. As ESF coordinator, the Information Technology Manager coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the ESF #2 support agencies.

The city has a wide variety of emergency communications equipment including: radios (fixed, mobile and handheld), pagers, telephones (including mobile and cellular), fax machines, laptops, etc.

Communications in the field will normally be established by radio. Each department that has a radio system will designate personnel to operate their system and maintain communications with the Port Orange EOC.

Communications with state and federal government will be through landline telephone links, cellular telephones, email, and/or radio contact.

ESF #2 will maintain a list of the radio frequencies used by response agencies in the area.

If electronic emergency information systems are not available, paper logs will be used to record events, communications & messages, damage assessments, situation reports, resources utilized, man-hours expended, etc.

Event logs and communications traffic records are vital for documenting emergency actions for possible post emergency investigation or after-action reports.

Records documenting the number of people involved in communication activities, whether paid or volunteer are needed for possible reimbursement under Presidential disaster declarations.

Any lease, rental or mutual aid agreements related to the augmentation of communications equipment should be kept

Organization

The Port Orange Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #2.

Primary dispatching capabilities in Volusia County exist with the Volusia County 911 Center. The 911 Center provides 24-hour dispatching capability for law enforcement, fire and EMS.

The ESF #2 team members are critical members of the EOC Team and will work within the EOC structure as described in the CEMP.

Actions

Preparedness

Ensure alternate or backup communications systems are available.

Coordinate common communications procedures.

- . Develop and test emergency procedures.
- . Develop mutual aid agreements.
- . Develop and/or review procedures for the crisis augmentation of resources.
- . Review departmental Standard Operating Procedures (SOPs) and maintain personnel call up lists.
- . Participate in Emergency Management training and exercises.

Response

- . Maintain existing electronic equipment and follow established procedures for communicating with organization personnel performing field operations.
- . Implement procedure to inspect and protect communications equipment.

- Make arrangements to ensure emergency communications equipment can be repaired on a 24-hour basis.
- Keep the EOC informed of their operations at all times and maintain a communications link with the EOC.

Recovery

- Continue to perform tasks necessary to expedite restoration and recovery operations.
- Evaluate response, and make necessary changes in this ESF Annex to improve future operations
- Phase down operations, as appropriate.
- Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
- Participate in after action reports and meetings as requested.

Prevention

- Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.

Direction and Control

Communication activities will be coordinated through the Port Orange EOC that will serve as the source of all direction and control.

The Information and Technology Division provides direction and control for ESF #2 to include mission assignments, mutual aid, contracts for goods and services, radiological emergencies, and recovery and mitigation activities.

Administration and Support

Support

Requests for emergency assistance will be directed through central dispatch. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Record keeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from local sources (i.e. General fund, etc.).

Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise. ESF 1 team members will also take part in a final after action report conducted by the Emergency Management Office.

ESF3-Public Works

Primary Coordinator:	Port Orange Public Works Administration
Primary Agency:	Port Orange Public Works Department
Support Agency:	Port Orange Public Utilities Department
County Agency:	Volusia County Public Works Department

Purpose

This ESF Annex provides guidance for the organization of public works and engineering resources to respond to and recover from emergency events causing damage to public buildings, roads, bridges, and other facilities that will have to be repaired, reinforced or demolished to ensure safety and allow for emergency response activities. Specifically, it addresses:

- . Infrastructure protection and emergency restoration
- . Safety inspections and other assistance for first responders
- . Engineering and construction services
- . Liaison with State and Federal resources
- . Debris management operations

Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Port Orange Comprehensive Emergency Management Plan.

Policies

ESF #3 applies to all agencies and organizations with assigned emergency responsibilities as described in the CEMP.

Concept of Operations

General

The Public Works Administration is designated as the coordinator for ESF #3. As ESF coordinator, this department coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the ESF #3 support agencies.

The Incident Commander(s) will assess the need for Public Works and Engineering resources at the scene(s) and request that the EOC deploy available assets to support emergency operations. The ESF #3 Coordinator will work with the EOC Team to rapidly assess these requests and recommend appropriate actions.

Public works and engineering resources available to Port Orange will be used as necessary to accomplish emergency tasks, including but not limited to:

- Ensuring the safety of emergency responders and victims
- Assessing damaged infrastructure
- Restoring and protecting critical roads and bridges
- Repairing critical public buildings, bridges and other infrastructure

County and city governments have very limited capabilities to provide potable water, but are able to request resources through the state during emergencies.

Assistance from the Public Utilities Department may be needed to assist with emergency repairs to critical wastewater facilities, equipment and systems.

City public works departments will provide personnel and equipment for debris removal & disposal, temporary construction, etc.

Private contracts will be utilized to assist with sanitation needs, as required, including trash removal, debris management, transportation and placement of portable toilets.

Through third party contractors, the Department of Public Works will facilitate the placement and certification of Debris Management Sites to be approved by the Environmental Protection Agency and FEMA through the State.

Timely information will be provided to the public on the magnitude of the situation, as well as the sequence of debris removal & disposal operations. Public officials and environmental groups should be briefed on the burning methods used, how the systems work, environmental standards, and associated health issues and risks.

Incidents of illegal dumping or the locations of illegal dump sites should be reported to the law enforcement agency in that jurisdiction.

Debris removal activities will be prioritized in the following order:

1. Threats to Public Health & Safety
 - a. Debris as threat to lives, public health, and safety, including debris which obstructs passage of emergency vehicles and access to critical facilities
2. Prevention of Damage
 - a. Debris posing the threat of significant additional damage to public structures or private property
3. Speedy Recovery
 - a. Debris hindering the economic recovery of the impacted community

Debris on Private Property

- The property owner is responsible
- Most homeowner fire and extended coverage insurance policies have special coverage for debris removal and for demolition of heavily damaged structures
- Specific guidance with respect to debris pick-up may be provided to the public following disaster or emergency
- Registration with FEMA Disaster Assistance should be encouraged
- Referral to a private volunteer organization may be made

Right of Entry

- Should local governmental resources be used to remove debris from private property when it poses a hazard to public health or safety, a right of entry agreement will be executed with the property owner. The right of entry agreement shall include a waiver of liability for government workers and specify any known owner intent to rebuild, to ensure that the foundation and utilities are not damaged further during debris removal operations.

Sites selected for temporary debris staging & reduction will be on public property with sufficient acreage to handle anticipated needs. Selection criteria will include minimum noise impact, adequate traffic flow and environmental considerations.

Decisions on an ultimate disposal site (or sites) will be based upon the type(s) of debris involved, the proximity of existing public or private landfills, and any restrictions or capacity limits on their use.

Prior to returning temporary debris staging & reduction sites to their previous use, all federal, state and local environmental requirements must be met:

1. Removable of Debris
 - a. Sites must be cleared of all foreign materials introduced as a result of the incident
2. Environmental Assessment
 - a. An environmental assessment or audit may be conducted by the Environmental Department, Florida Department of Health & Environment and/or the Environmental Protection Agency to establish the need for a testing or monitoring program. This assessment should be done on ash, soil, ground & surface water
 - b. Contamination may occur from petroleum spills at staging & reduction sites, or runoff from the debris piles, burn sites, and ash piles assessment reports from the cities, consolidate this information and report it to the ESF #3 Coordinator in the County EOC.

Port Orange Public Works Department maintains a listing of city-owned equipment and trained operators including equipment, personnel and supplies. The Public Works Department maintains lists of local contractors and equipment rental businesses, including those qualified to remove hazardous materials, substances or wastes, asbestos and lead-based paint.

Organization

The Port Orange Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #3.

Primary dispatching capabilities in Volusia County exist with the Volusia County 911 Center. The 911 Center provides 24-hour dispatching capability for law enforcement, fire and EMS.

The ESF #3 team members are critical members of the EOC Team and will work within the EOC structure as described in the CEMP.

Actions

Preparedness

- . Maintain this ESF Annex, as well as supporting guidelines and operating procedures.
- . Review all portions of the CEMP to ensure proper coordination of public works and engineering activities.
- . Ensure public works and engineering personnel receive appropriate emergency operations training.
- . Establish contact with private resources that could provide support during an emergency.
- . Participate in emergency training and exercises.

Response

- . Provide public works and engineering support on a priority basis as determined by the Port Orange EOC and the Incident Commander(s).
- . Provide representative to the Port Orange EOC as requested.
- . Inspect damage to streets, bridges, and public buildings.
- . Support decontamination as necessary.
- . Clear roads to facilitate emergency operations.
- . Close roads and construct barricades as directed.
- . Make recommendations on priority of repairs.
- . Request outside assistance from surrounding jurisdictions and the private sector as required.
- . Conduct other specific response actions as dictated by the situation.

Recovery

- Continue to repair infrastructure and buildings on a priority basis.
- Continue all activities in coordination with the EOC based on the requirements of the incident.
- Participate in after-action reports and critiques.
- Make necessary changes in this ESF Annex and supporting plans and procedures.
- Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters.

Prevention

The ESF #3 Public Works and Engineering Coordinator in the Port Orange EOC will:

- Coordinate all responding public and private Public Works and Engineering resources and work with the EOC Team to ensure required emergency tasks can be accomplished.
- Assess the need for outside public works and engineering resources to support emergency operations and request assistance as needed.
- Serve as liaison with private contractors and if necessary, with County, State and Federal public works and engineering resources.
- Work with the those responsible for damage assessment to ensure that appropriately trained personnel are deployed to assess damage to all roads, bridges, public buildings and other potentially affected infrastructure.
- Ensure public works and engineering personnel deployed to the disaster scene(s) are appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances.
- Work with the Support Agencies and private contractors to facilitate debris clearance, collection, reduction and disposal.
- Participate in hazard identification process and identify and correct vulnerabilities in the public works system.

The Port Orange Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #3.

County and city governments have very limited capabilities to provide emergency power.

Direction and Control

The ESF #3 Public Works and Engineering Coordinator in the Port Orange EOC will:

- Coordinate all responding public and private Public Works and engineering resources and work with the EOC team to ensure required emergency tasks can be accomplished.
- Assess the need for outside public works and engineering resources to support emergency operations and request assistance as needed.
- Serve as liaison with private contractors and, if necessary, with County, State and Federal public works and engineering resources.

- Work with those responsible for damage assessment to ensure that appropriately trained personnel are deployed to assess damage to all roads, bridges, public buildings and other potentially affected infrastructure.
- Ensure public works and engineering personnel deployed to the disaster scene(s) are appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances.
- Work with Support agencies and private contractors to facilitate debris clearance, collection, reduction and disposal.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the Port Orange EOC to assist with ESF #3 activities.
- Provide ongoing status reports as requested by the Public Works ESF Coordinator.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work in the event that reimbursement becomes available from the State and Federal government.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Accomplish other emergency responsibilities as assigned.

Administration and Support

Support

Requests for emergency assistance will be directed through central dispatch. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Record keeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from local sources (i.e. General fund, etc.).

Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise. ESF 3 team members will also take part in a final after action report conducted by the Emergency Management Office.

ESF4-Fire Fighting/ESF8-Medical Services/ESF9-Search and Rescue

Primary Coordinator: Port Orange Fire and Rescue Administration

Primary Agency: Port Orange Fire and Rescue

Support Agency: Port Orange Public Works
Port Orange Police Department

County Agency: Volusia County Fire Services

Purpose

ESF #4 provides guidance for the organization of Port Orange resources to respond to fires resulting in an emergency situation exceeding normal firefighting capabilities. Specifically, it discusses:

- Fire suppression and prevention activities
- Mutual aid and resource augmentation
- Fire command and control structure

ESF #8 provides guidance for the organization of Port Orange resources to conduct medical services during a disaster situation. Specifically, it discusses:

- Emergency Medical Services (EMS) activities
- Mass fatality management

ESF #9 provides guidance for the organization of Port Orange resources to conduct lifesaving search and rescue operations. Specifically, ESF #9 discusses:

- Specialized search and rescue resources for ground and water events
- Agency roles and responsibilities
- State and Federal search and rescue resources
- Local coordination and liaison activities

The goal of search and rescue operations is to save the lives of people who are unable to ensure their own survival without assistance. Search and rescue activities include, but are not limited to:

- Locating, extricating and providing immediate medical assistance to victims trapped in collapsed or damaged structures
- Locating and assisting missing or trapped persons, vehicles, boats, and downed aircraft

The Fire Departments and other supporting agencies have existing emergency plans and procedures. ESF #4/ESF #8/ESF #9 is not designed to take the place of these plans, rather it is designed to complement and support the departmental staffing and procedures already in place.

Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Port Orange Comprehensive Emergency Management Plan.

Policies

ESF #4/ESF #9 applies to all agencies and organizations with assigned emergency responsibilities in the POCEMP.

General

Fire Administration is designated as the coordinators for ESF #4/ESF #8/ESF #9. As ESF coordinator, the administration of the department coordinates meetings, plans, exercises, trainings, and other activities with the private sector and the ESF #4/ESF #8/ESF #9 support agencies.

The Volusia County 911 Center is responsible for dispatching firefighting resources within the County.

A comprehensive resource inventory of fire department apparatus and equipment will be maintained.

Providers of specialized equipment are responsible for ensuring the proper training and certification of equipment operators.

Under NIMS, the Safety Officer assesses hazardous and/or unsafe situations, and either develops measures or ensures compliance with existing policies for assuring personnel safety of responders.

Organization

Tactical firefighting operations will be controlled by the Incident Commander(s) at the scene(s) ICS structure. The Incident Commander(s) will assess the need for additional resources and request that the EOC deploy assets to support field operations.

Fire service organizations from Port Orange Fire and Rescue, as well as the other Volusia County municipalities and the State of Florida, as well as from Federal agencies, are considered to be support agencies available to Volusia County pursuant to the Florida Fire Chief's Association (FCCA) Fire Rescue Disaster Response Plan and/or the State of Florida Comprehensive Emergency Management Plan.

Outside firefighting resources will be controlled by the procedures outlined in mutual aid agreements. These agencies will remain under the direct control of the sponsoring agency, but will be assigned by the Incident Commander and/or the EOC to respond as necessary.

The Port Orange Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #4/ESF #8/ESF #9.

The ESF #4/ESF #8/ESF #9 team members are critical members of the EOC Team and will work within the EOC structure.

Specialized equipment for large incidents, such as hazardous materials in large quantities will require the assistance of the Northwest Regional Response Team out of Hays.

Actions

Preparedness

- Maintain this ESF Annex as well as supporting operating procedures and guidelines.
- Ensure fire personnel receive appropriate emergency operations training.
- Ensure fire mutual aid agreements with surrounding jurisdictions are current.
- Develop and maintain mutual aid agreements with private area resources that could be useful for fire prevention or suppression.
- Develop and maintain standard operating guides and checklists to support emergency firefighting operations.
- Ensure emergency call-up and resource lists are current.
- Ensure the availability of necessary equipment to support firefighting activities.
- Participate in emergency training and exercises.

Response

- Respond as required on a priority basis.
- Activate mutual aid if needed.
- Coordinate activities with other responding agencies.
- Coordinate outside fire resources.
- Coordinate all search and rescue operations to include ground and water
- Alert or activate off-duty and auxiliary personnel as required by the emergency.
- Conduct other specific response actions as dictated by the situation.

Recovery

- Support clean up and restoration activities.
- Review plans and procedures with key personnel and make revisions and changes.
- Replenish supplies and repair damaged equipment.
- Continue all activities in coordination with the EOC based on the requirements of the incident.
- Participate in after-action briefings and develop after-action reports.
- Make necessary changes in this ESF Annex and supporting plans and procedures.

Prevention

- Participate in hazard identification process and identify and correct vulnerabilities in the firefighting function.
- Review the hazards most likely to affect Port Orange and identify potential vulnerabilities in the search and rescue function
- Develop fire safety programs that include disaster situations and present them to the public.

Direction and Control

The ESF #4/ESF #8/ESF #9 Coordinator will:

- Work with the EOC Team to rapidly assess the situation and take appropriate actions to support firefighting activities at the scene(s).
- Assess the need to request specialized search and rescue resources from outside Port Orange
- Deploy fire personnel and equipment to the location(s) of greatest need.
- Assess the need for additional support from outside fire resources and request assistance as needed.
- Coordinate all responding firefighting resources, assess their needs, help them obtain resources and ensure required tasks can be accomplished.
- Serve as liaison with firefighting and search and rescue resources from outside Port Orange and if necessary, with State and Federal firefighting resources.
- Work with the Coordinators of other closely related ESFs, when activated.
- Work with the Incident Commander(s) to ensure fire personnel deployed to the scene are appropriately outfitted with, and trained to use, personal protective equipment required by the presence of any potentially hazardous materials/substances.
- Work with ESF #3 (Public Works and Engineering) to ensure heavy equipment support to search and rescue operations
- Work closely with local law enforcement and the Federal Bureau of Investigation (FBI) regarding credible terrorist threat assessments.
- In the event of terrorist incident, the FBI will serve as the Lead Agency for criminal investigation and the ESF #16 will work closely with the FBI Joint Operations Center.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
- Provide ongoing status reports as requested
- When requested, deploy a representative to the Port Orange EOC to assist with ESF #4 activities
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work in the event that reimbursement from State and Federal government becomes available
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities
- Perform other emergencies responsibilities as assigned

Administration and Support

Support

Requests for emergency assistance will be directed through central dispatch. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Record keeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from local sources (i.e. General fund, etc.).

Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise. ESF 4 team members will also take part in a final after action report conducted by the Emergency Management Office.

ESF5-Information and Planning

Primary Coordinator:	Port Orange Emergency Management
Primary Agency:	City Manager's Office
Support Agency:	All Activated ESFs
County Agency:	Volusia County Growth and Resource Department

Purpose

This Emergency Support Function (ESF) entails the actions required to receive, compile, process, evaluate and coordinate all information flowing into and out of the EOC. This annex addresses:

- Emergency Operations Center (EOC) activation, configuration, management and staffing
- On-scene command and control structure and interface with the EOC
- Emergency decision making and the local declaration process
- Requesting State and Federal assistance
- Overall coordination of mutual aid and regional operations
- Decision-making and information dissemination
- Information collection, analysis and dissemination
- Issuing situation reports, bulletins and advisories
- Briefings for staff and elected officials
- Science and technology support (GIS mapping, modeling)
- Action Planning and Resource tracking

Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Port Orange Comprehensive Emergency Management Plan.

Concept of Operations

General

Port Orange EOC will serve as the central location for interdepartmental coordination, external agency communication, and executive decision-making. Policy and coordination functions will be accomplished from the EOC, while tactical and operational decisions will be made in the field within the Incident Command (ICS)/National Incident Management System (NIMS) structure.

The Port Orange EOC is located at the Port Orange Police Department. The Port Orange EOC relies on telephones and e-mail to communicate with the field, as well as with other local, State, Federal and private sector agencies. Public Safety operates with radios to communicate with staff.

The EOC will be established to support field operations and promote the integration of all response and recovery operations, including the following:

- Collect, record, analyze, display and distribute information
- Support activities at the scene and in the field
- Coordinate public information and warning

- Prioritize and coordinate disaster related activities
- Conduct liaison and coordination activities with external entities
- Notify and provide ongoing information to elected officials
- Coordinate long term recovery operations
- Prepare action and policy plans
- Situation assessment
- Direction and control (broad guidance, not tactical)
- Interagency coordination
- Priority establishment
- Resource management and augmentation

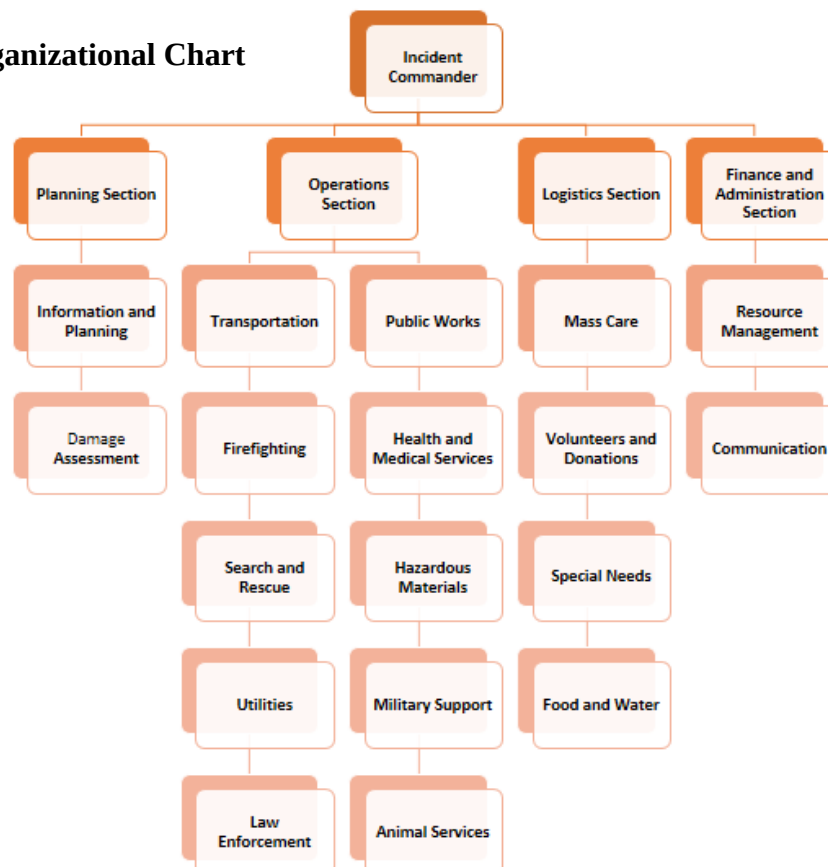
In urgent situations, messages may be relayed to EOC personnel verbally, but should be followed up with written documentation as soon as feasible.

Reports will be forwarded as needed to the appropriate County, State and Federal officials.

Organization

The EOC will be organized and staffed to support the ICS/NIMS operational structure described in this annex under Direction and Control. The organization and staffing of the EOC will be designed to provide a direction and control structure with the flexibility to adapt to the magnitude of any emergency situation. EOC positions that will be filled during most EOC activations is shown in detail below. During smaller EOC activations, an individual may fill more than one position. During large or complex events, teams of people may be needed to fill each position

ESF #5 Organizational Chart



Field response agencies will be aware of the EOC's information requirements and include procedures to maintain open lines of communication. The Incident Commander(s) will ensure that the EOC is kept current on all pertinent activities at the scene(s).

Emergency information will be relayed to the EOC primarily from the Volusia County 911 Center, the Incident Command Post(s) and other field elements, but it may also come from a variety of other sources including but not limited to:

- . Private sector
- . Media Citizens
- . Other jurisdictions
- . State and Federal government agencies

Direction and Control

The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the disaster scene(s). The ICS/NIMS organization will maintain open communications and close coordination with the EOC at all times.

To the extent possible, all tactical and operational decisions will be made in the field within an ICS/NIMS structure, while policy and coordination functions will be accomplished from the EOC.

The ICS/NIMS provides a framework designed to standardize incident management for all types of hazards and across all levels of government. If used effectively, it should improve coordination between different agencies, levels of government and the private sector.

The Incident Command System (ICS) has five functional areas:

- . Command
- . Operations
- . Logistics
- . Plans
- . Finance and Administration

The National Incident Management System (NIMS) has six primary components:

- . Command and management
- . Preparedness
- . Resource management
- . Communications and information management
- . Supporting technologies
- . Ongoing management and maintenance

Emergency lines of succession have been established to ensure the availability of a city official with the authority to declare an emergency. Regardless of the level of assistance provided by outside entities, overall direction and control remains the responsibility of Port Orange.

Events originating as a health event, the Volusia County Health Department may establish a lead within the county to counter the event.

Since routine emergencies can quickly grow into disasters, response agencies will keep the Incident Commander, or their designee informed of escalating situations that may require EOC activation.

The Port Orange EOC may be activated or deactivated by any of the following individuals:

- . Port Orange City Council
- . City Manager
- . Assistant City Manager
- . Emergency Management Coordinator
- . Fire Chief
- . Police Chief

Field operations will normally communicate with the EOC primarily by radio and cellular telephone. Most other agencies and organizations will communicate with the EOC via cellular telephone or email.

Responsibilities

ESF #5 is responsible for facilitating and coordinating Emergency Operations Center (EOC) operations, briefing and advising city leadership concerning emergency or disaster situations, coordinating overall disaster response, and serving as the primary point of contact with State and Federal emergency management agencies.

All tasked agencies will:

- . Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- . Provide ongoing status reports as requested.
- . When requested, deploy a representative to the Port Orange EOC to assist with ESF #5 activities.
- . Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- . Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work in the event that reimbursement from State and Federal government becomes available.
- . Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.

- Perform other emergencies responsibilities as assigned.

Administration and Support

Support

Requests for emergency assistance will be directed through central dispatch. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Record keeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from local sources (i.e. General fund, etc.).

Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise. ESF 5 team members will also take part in a final after action report conducted by the Emergency Management Office.

ESF6-Mass Care/ESF 20-Special Needs

Primary Coordinator: Port Orange Parks and Recreation Administration

Primary Agency: Port Orange Parks and Recreation Department

Support Agency: Port Orange Public Works
Port Orange Fire and Rescue

County Agency: American Red Cross

Purpose

This Emergency Support Annex (ESF) describes the actions required to provide temporary shelter and humanitarian assistance to people affected by a disaster. Specifically, ESF #6 addresses:

- Mass care operations (shelter, food and other essential human needs)
- Short and long term housing resources
- Emergency and disaster assistance for individuals and families
- Special needs population groups

Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Port Orange Comprehensive Emergency Management Plan.

Policies

Volusia County primarily handles ESF #20 Special Needs. They provide a list of Port Orange special needs registrants prior to each active event which may be utilized for spot-checking of residents and offering assistance, as needed.

Concept of Operations

General

Residential mass Care will be a primary duty of Volusia County. The county operates public shelters (SN/PF and General) through the Volusia County Schools. These are opened and activated at the discretion of Volusia County. The shelters are staffed by county school employees.

Mass Care, housing and human services operations will be coordinated from the Volusia County Emergency Operations Center (EOC). Close coordination will be maintained between the county and the ARC.

The City of Port Orange operates a private shelter which is used solely for employees of the city and their family members. This shelter is primarily operated out of the YMCA which is located at 4701 City Center Parkway. ESF #6 will coordinate all shelter operations that take place at the YMCA facility.

An ESF #6 representative will be present at the Port Orange EOC whenever it is requested that they be there. They will also provide a report to the Logistics Section Chief whenever it is required of them. ESF #6 will coordinate with ESF #11 to ensure adequate food and water are available to the shelter throughout the duration of activation.

ESF #6 will coordinate and be in communication with their Volusia County counterpart which is the ARC throughout the event as needed if the Volusia County EOC is activated simultaneously with the Port Orange EOC.

Organization

Damage assessment information will dictate the type and scope of mass care operations required to be established by the county for residents. The ARC may be in contact with city staff in order to organize long term residential sheltering if locations are needed.

Following preliminary damage assessments, ESF #6 will determine the need for extended sheltering activation. Initial damage assessment to the YMCA facility will be conducted by personnel and then will be prioritized by ESF #19 if needed. If there is a need for repairs to the shelter, these requests may be fast-tracked if extended shelter operations are necessary.

Direct shelter control and management is the responsibility of the Shelter Managers. Each Shelter Manager will be responsible for managing their individual shelter while coordinating activities with the ARC Liaison in the EOC.

In the event of a disaster with the potential for contaminated victims who may be seeking shelter, a hazardous materials team, Health Department or Emergency Medical Technician (EMT), or other appropriately trained county or city representative will be sent to the shelter to screen evacuees. Those found to be contaminated will be isolated in a separate holding area until properly decontaminated or transported elsewhere for decontamination and/or treatment.

Security will be provided by the Port Orange Police Department.

The structural integrity of the emergency shelter facility will be determined by ESF #6 with the assistance of the Community Development Department. A walk-through should be done annually of the building to ensure that the facility is satisfactory and the storm-ready status will be recertified as recommended by the Community Development Department.

During the shelter activation, shelter management teams will be responsible for the cleanliness of kitchens, restrooms and sleeping areas, and the disposal of trash. The shelter management team will be responsible for registering and tracking shelter residents, and ensuring appropriate privacy with respect to their use of the shelter.

Actions

Preparedness

- Encourage the importance of having a family disaster plan and 72-hour preparedness kit.
- Identify and inspect suitable shelter facilities.
- Develop and test emergency plans and procedures.
- Train personnel to perform emergency functions.
- Participate in Emergency Management training and exercises.

Response

- Open, staff and manage shelters.
- Provide representatives to the Port Orange EOC
- Communicate with Volusia County counterpart

Recovery

- Disperse information regarding safe re-entry to damaged areas to shelter inhabitants.
- Continue to work closely with the EOC to support on-going activities.
- Participate in after action critiques and reports.
- Make changes in standard operating procedures and this ESF Annex to improve future operations.

Prevention

- Participate in the hazard identification process and take steps to correct ESF deficiencies

Direction and Control

Either an Incident Commander or an appropriate city or county official will determine the need for opening the city shelter.

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the EOC.
- Provide ongoing status reports as requested by the Logistics Section Chief.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.

- Perform other emergency responsibilities as assigned.

Local Role

Volusia County Schools are responsible for the residential sheltering county-wide and the staffing of the shelter. The American Red Cross is responsible for compiling lists of and securing agreements for shelter locations for long-term sheltering. Port Orange may assist in this effort by identifying potential shelter locations when asked by the ARC.

Federal Role

Special needs sheltering at the national level is the responsibility of the Department of Health and Human Services. The Red Cross is a support agency to HHS under the National Response Plan and will perform a support if requested.

The Red Cross will not manage special needs shelters, which are also referred to as "alternate care facilities" at the national level during a disaster in which all or part of the National Response Plan has been activated.

Administration and Support

Support

Requests for emergency assistance will be directed through central dispatch. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Record keeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from local sources (i.e. General fund, etc.).

Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise. ESF 5 team members will also take part in a final after action report conducted by the Emergency Management Office.

ESF7- Resource Management

Primary Coordinator:	Purchasing Division
Primary Agency:	Finance Department
Support Agency:	Administrative Services Department
County Agency:	Volusia County Accounting Services Volusia County Purchasing Services

Purpose

Effective response to any emergency or disaster requires the ability to find, obtain, allocate, and distribute resources to meet the needs of the event. This Emergency Support Function (ESF) Annex provides logistical management and resource support to all emergency support functions in response and recovery operations. This support includes procuring and distributing emergency relief supplies, facilities, equipment, office supplies, contracting services, and all other resources that may be required. Support includes, but is not limited to:

- Maintaining inventories of critical resources available locally.
- Locating and identifying necessary logistical support and resources.
- Locating and leasing required depot and distribution facilities.
- Coordinating State and Federal resource procurement.
- Negotiating contracts for support of emergency actions.
- Providing requested resources to all other emergency support functions and other agencies active in emergency response.
- Maintaining complete documentation of resource support expenditures, contacts, agreements, and other transactions.

Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Port Orange Comprehensive Emergency Management Plan.

Concept of Operations

General

The location and procurement of needed emergency resources will be accomplished by the lead agency through the use of vendor resource listings. Vendor listings will be those normally utilized by the lead and support agencies during day-to-day operations in non-emergency times. If a source for the needed product or service is not contained within these lists, ESF 7 staff will solicit support and assistance from the County ESF 7 if activated, or by using other sources, such as the Internet.

Organization

The types and amounts of resources needed to support emergency operations will vary greatly depending on the event. Some examples of typical emergency resources include, but are not limited to:

- Personnel
- Communications Equipment
- Potable Water
- Vehicles for passengers, cargo, and debris removal
- Portable toilets and other sanitation supplies
- Pumps and sandbags
- Fuel and fueling stations
- Heavy equipment for public works applications (e.g., cranes) and materials handling (e.g., forklifts)
- Materials and tools such plastic sheeting, shovels, picks, chain saws, axes/hatchets, flashlights, etc.
- Mass care supplies such as food, bedding, blankets and cots
- Industrial lighting equipment (for nighttime search and rescue operations)
- Portable generators
- Medical supplies and pharmaceuticals
- Technology to support emergency operations

Determining what types of resources and how many of them are needed is critical to providing a rapid, effective and coordinated response to an emergency or disaster. The Incident Commander will perform needs assessments within the city.

The ESF #7 Resource Support Coordinator will work to ensure that essential information is requested from and provided by those making resource requests by using the SALTT method:

S ize

A mount

L ocation

T ype

T ime

In general, resource management activities will be geared to support lifesaving and public safety as its first priority. Specific priorities will be set by the Incident Commander in consultation with the Emergency Advisory Team.

Port Orange is enveloped in mutual aid agreements within Volusia County. Additionally, there are numerous private sector resources available to support emergency operations and agreements are in place with vendors and suppliers that may be activated for emergencies.

Once received, resource requests will be logged, prioritized and passed on to those responsible for obtaining and committing resources.

The county and its jurisdictions will use the standards and definitions established by the National Mutual Aid and Resource Management Initiative as the basis for identifying and categorizing resources.

Procurement and Hiring

When requests are of a high priority, an emergency procurement and/or hiring process may be necessary.

Emergency procurement may involve contacting suppliers, negotiating terms, and making transportation and distribution arrangements.

Facilities

In a major emergency with an extensive influx of resources, supplies and personnel, the ESF #7 Resource Support Coordinator in coordination with EOC staff may direct that facilities be designated for emergency use such as:

A designated location for receiving and processing resources and personnel prior to their deployment to a Staging Area or incident site. The Mobilization Center may also be required to provide briefings, lodging and feeding for arriving personnel.

- Staging Areas

Used to assemble personnel and equipment for immediate deployment to an operational site in the affected area(s). Potential Staging Areas will be dictated by the locations and the scope of the incident but may include schools or recreational facilities.

- Warehouses and other facilities

Store or stage supplies and equipment for both short and long-term emergency use.

Criteria used for the selection of resource staging areas will include proximity to the affected area, transportation access, communications capability, storage space & conditions, security, etc.

Distribution

The ESF #7 Resource Support Coordinator will work with the other members of the EOC Team to determine the appropriate facilities and methods for the timely distribution of resources.

High priority resources as identified by the EOC Team will be distributed as quickly as possible. When required by the situation, distribution points may be established to provide supplies the public.

The ESF #7 Resource Support Coordinator will determine what facilities will be needed to handle the flow of resources into and through the jurisdiction (i.e., warehouses, receiving areas, checkpoints, etc.)

If necessary, traffic may be rerouted or delayed to accommodate the timely distribution of emergency resources and supplies.

Donations

Donated goods, services, and equipment will be coordinated through ESF #15 Volunteers and Donations. Volunteer and donations management must be closely coordinated with ESF #7 to ensure complimentary efforts and avoid unnecessary procurement. Public information announcements will be judiciously utilized to request the specific types of goods, services & equipment needed and to encourage monetary donations through existing relief organizations whenever possible. Key elements of volunteer and donations management will involve the receipt, inventory, organization & channeling of the following:

Donated Goods

- ESF #15 will manage in-kind donations for individual assistance, including food, clothing, toiletries and household items.
- Unaffiliated volunteers will be enabled by ESF #15 or referred to a volunteer agency.
- Procurement of donated equipment will be coordinated through ESF #7
- Funds donated to support emergency relief efforts will be collected by existing relief organizations.

State and Federal Resources

When it becomes clear that local resources will be insufficient to handle the situation, the issuance of a local emergency/disaster declaration is the mechanism for obtaining assistance from other government agencies.

At any point during the development of an emergency situation, the local jurisdiction may determine it cannot handle the situation without the use of outside resources. Such resources may be obtained through the invocation of existing, routine mutual aid agreements without declarations of emergency/disaster; however, significant augmentation of resources or

activation of state and federal assistance must be accompanied by a properly executed emergency declaration by the chief elected official of the local jurisdiction.

The local declaration will be made by the Port Orange City Council. The Volusia County Commissioners will establish a declaration for the county. Requests for federal assistance may be made only by the Governor through the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA). Major disasters are declared by the President upon a request by the Governor and with the recommendation of FEMA. Presidential declarations activate the full range of disaster assistance outlined in the Stafford Act. Other federal declarations can be made by the Administrator of the Small Business Administration (SBA) for loan programs to persons affected by disasters and by the Secretary of Agriculture (agricultural disaster situations). Common to all requests for emergency/ disaster declarations is the requirement that the requesting jurisdiction has exhausted its available resources to handle the situation.

Assistance from state agencies may be available:

- State resources that would be available include personnel and resources near the disaster area. Funds to cover the costs are not included in this type of assistance.
 - With a State Declaration
 - All state resources become available

Assistance from the federal government may be available:

- Without a Federal Declaration
 - To protect life, local commanders of Department of Defense (DOD) organizations have the authority to respond without a federal declaration. Otherwise, federal assistance is usually limited to providing technical expertise from agencies such as the United States Army Corps of Engineers (USACE).
- With a federal declaration
 - A variety of resources are available through different programs, including technical expertise.

Actions

Preparedness

- Maintain this ESF Annex as well as supporting operating procedures
- Review all portions of the EOP to ensure proper coordination of resource support activities
- Ensure resource support personnel receive appropriate emergency training

- Establish contact with private resources that could provide support during an emergency
- Participate in Emergency Management training and exercises

Response

- Obtain resources on a priority basis as determined by the EOC Team(s)
- Activate additional resource support personnel
- Work with the EOC staff to establish priorities
- If necessary, establish staging areas, distribution sites and mobilization centers from which resources may be distributed
- Activate mutual aid
- Maintain an inventory system to track supplies used in the disaster
- Maintain accurate records of resources utilized and funds expended and submit reports

Recovery

- Return staffing to normal levels as dictated by the event
- Identify unused resources in the community
- Stand down any facilities no longer in use
- Dispose of excess supplies
- Participate in after-action reports and critiques

Prevention

- Ensure emergency contracts are in place to prevent resource shortages in an emergency

Responsibilities

All tasked agencies will:

- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- Disseminate instructional material relating to purchase orders as needed.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
- Deploy a representative to the Port Orange EOC to assist with ESF #7 activities
- Provide ongoing status reports as requested
- Document all costs and expenses associated with response and recovery activities
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities
- Participate in Emergency Management training and exercises

- Perform other emergency tasks as assigned

Administration and Support

Support

Requests for emergency assistance will be directed through central dispatch. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Record keeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from local sources (i.e. General fund, etc.).

Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise. ESF 5 team members will also take part in a final after action report conducted by the Emergency Management Office.

ESF8- Public Health

Primary Coordinator:	Risk Management
Primary Agency:	Department of Administrative Services
Support Agency:	Port Orange Fire and Rescue, Emergency Management
County Agency:	Volusia County Department of Health Local Hospitals EMS Division American Red Cross

Purpose

Emergency Support Function (ESF) #8 – Public Health pertains to the areas concerning addressing the coordination of addressing health services. Specifically, it discusses:

- Assess health / medical needs.
- Conduct disease control activities.
- Maintain status of in-hospital capabilities.
- Coordination with local Health Department to include notification of needs
- Coordination of behavioral health (mental health) activities with the county, as needed
- Conduct vector control and monitoring.
- Identify mental health and victim counseling services for referrals.
- Provide emergency health advisories and related data for public information.
- Provide guidance to local agencies on emergency responder safety and health issues.

Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Port Orange Comprehensive Emergency Management Plan.

Policies

ESF #8 applies to all agencies and organizations with assigned emergency responsibilities in the POCEMP.

Concept of Operations

General

Various agencies within Volusia County with responsibility for medical assistance are the primary agencies for providing ESF #8 technical assistance, resources and support during response activities. Close coordination will be kept with Volusia County officials to determine potential needs for support and the most expeditious means of acquiring that support in Port Orange.

The Port Orange Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #8.

Organization

The Volusia County Health Department is responsible for coordinating public health activities within the county. The City of Port Orange will have the responsibility to communicate any needs to the county and

The operations of ESF 8 at the Volusia County EOC will be directed toward the performance of health and medical functions in conjunction with the conduct of county emergency operations and protective actions. The primary focus of this effort will be to provide these emergency services.

Port Orange ESF #8 will be in communication with the Volusia County EOC counterpart throughout the extent of the emergency to allow for any resources requests to be made. The ESF Coordinator will also be in contact with the hospitals located within the city limits to serve as a conduit for them with the city.

Actions

Preparedness

- Maintain liaison with hospital staff
- Partake in training within the county
- Develop and refine protocol for assessing crisis behavioral health counseling needs

Response

- Conduct rapid assessments for immediate response needs
- Determine needs for assistance and coordinate response to the following:
 - Safety and availability of food and drugs
 - Providing medical and health information for the public and emergency workers
 - Vector control
 - Potable water, wastewater and solid waste
 - Victim identification and mortuary services

Recovery

- Assess and implement the need for health and environmental surveillance plans.
- Determine the functioning of medical facilities
- Determine the need for continuing medical and mental health services of activated shelters.
- Monitor environmental and epidemiological systems
- Monitor public and private food supplies, water, sewage, and solid waste disposal systems
- Compile reports as needed for EOC

Direction and Control

ESF #8 will play a primarily supportive role to the Volusia County Health Department throughout the extent of an activation. All coordination of this will roll through the Port Orange EOC.

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the EOC.
- Provide ongoing status reports as requested by Volusia County.
- Document all costs and expenses associated with response and recovery activities.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergency responsibilities as assigned.

Administration and Support**Support**

Requests for emergency assistance will be directed through central dispatch. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Record keeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from local sources (i.e. General fund, etc.).

Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise. ESF 1 team members will also take part in a final after action report conducted by the Emergency Management Office.

ESF10- Oil and Hazardous Materials

Primary Coordinator:	Fire and Rescue Administration
Primary Agency:	Department of Fire and Rescue
Support Agency:	Port Orange Fire and Rescue, Emergency Management
County Agency:	Environmental Management Division Growth and Resource Management Department

Purpose

Emergency Support Function (ESF) #10 – Oil and Hazardous Materials pertains to the areas concerning addressing the coordination of hazardous materials. Specifically, it discusses:

- Detection, identification and assessment of hazardous material releases.
- Support of protective action decisions by field command to protect public health.
- Coordination of the overall containment and cleanup operations.
- Coordinate with the county's hazardous materials response team to provide equipment, personnel, technical assistance and support.

Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Port Orange Comprehensive Emergency Management Plan.

Policies

ESF #10 applies to all agencies and organizations with assigned emergency responsibilities in the POCEMP.

Concept of Operations

General

Volusia County coordinates the overall response to hazardous material incidents upon receipt of a notification by the on-scene Incident Commander or the Emergency Operations Center.

Close coordination is maintained with local, state and federal officials to determine potential needs for support and the most expeditious means of acquiring that support. Various incident management systems will be used for collecting, processing, and disseminating information.

The Port Orange Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #10.

Organization

Response to a major hazardous materials event in Volusia County could involve a variety of municipal, county, state and federal agencies. One of the key determinates on this involvement is the location of the release. Releases within the boundaries of an incorporated municipality will, in most cases, give jurisdiction for the first response to the emergency services organizations serving the municipality. A similar situation occurs if the release is in the unincorporated area of Volusia County, then the county emergency services organizations have jurisdiction.

Public Warning and Notification

Any wide-scale public warning will be accomplished through a combination of different media including, but not limited to: CodeRED, social media, press release, notifications over radio/television stations and TV networks, paging systems for responders, public address equipment on fire and police vehicles, and door to door notifications, when feasible.

If requested by the IC, the EOC will notify any special facilities located in the affected area. In the event a special facility cannot be notified by telephone and it is safe to do so, a law enforcement officer will be dispatched to make direct contact with the facility using the appropriate personnel protective equipment.

Decontamination

Hazardous materials decontamination should be directed toward reduction of absorption, prevention of systemic exposure, confinement of the material to specific areas and the prevention of personnel contamination.

Decontamination personnel outfitted with proper personnel protective equipment will establish a decontamination area as directed by the on scene IC. At a minimum, decontamination should consist of a minimum two-stage process of deluge water flushing – attention should be paid to water runoff.

Decontaminated victims should be prepared for transport with the proper clothing. Weather conditions may require adjustment of the decontamination procedures used.

The personal effects and equipment of individuals will be removed, collected, decontaminated, documented and properly contained.

The on scene IC is responsible for ensuring that hospital personnel are notified of the following:

- The victims have suffered exposure to a hazardous material
- The type of hazardous material and amount of suspected exposure
- Approximate number of victims involved and their estimated time of arrival to facility
- Current status of the victims (i.e., decontamination in progress)

The receiving hospital will notify EMS providers at the scene of special procedures to follow (access route to emergency room, etc.) and the current capacity of their facility. All communications between hospitals and on-site EMS personnel should be coordinated

Spill Reporting

Federal and state laws require that federal, state and local agencies be notified in the event of a spill, discharge or accidental release of any material that may endanger people or pollute the water, air or soil. The responsibility for reporting these spills lies with the facility owner/operator or, for transportation incidents, the shipper. Initial notification is made by

calling 9-1-1. Volusia County Communications will then call the necessary fire units and, if needed, a HAZMAT team and the HAZMAT Medical Support Team.

In addition to notifying 9-1-1, the spiller is also responsible for notifying the appropriate state and federal agencies depending on the type of incident. The Incident Commander will check with the responding company representative to insure that proper notification has been made to the National Response Center (NRC) as needed. Other notifications will be made in accordance to State and Federal requirements per standard operating procedures.

Actions

Preparedness

- . Maintain this ESF Annex and its attachments
- . Ensure personnel are appropriately trained and equipped to deal with hazardous materials incidents
- . Develop and maintain standard operating guides and checklists for hazardous materials incidents
- . Ensure notification and call-up lists are current
- . Participate in training and exercises

Response

- . Deploy appropriately trained personnel to the incident
- . Deploy a representative to the Port Orange EOC if requested
- . Request mutual aid as needed
- . Request assistance from the EPA, Volusia County, and others as dictated by the situation
- . Coordinate the activities of all responding agencies
- . Conduct other specific response actions as dictated by the situation

Recovery

- . Continue to coordinate the activities of all responding agencies.
- . Support community recovery activities
- . Participate in after-action briefings and develop after-action reports.
- . Develop and implement mitigation strategies
- . Make necessary changes in this ESF Annex and supporting plans and procedures to improve future operations

Prevention

- . Participate in the hazard identification process and identify and correct vulnerabilities
- . Develop emergency preparedness programs for hazardous materials incidents

Direction and Control

ESF #10 will play a primarily supportive role to Volusia County throughout the extent of an activation. All coordination of this will roll through the Port Orange EOC.

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the EOC.
- Provide ongoing status reports as requested by Volusia County.
- Document all costs and expenses associated with response and recovery activities.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergency responsibilities as assigned.

Administration and Support

Support

Requests for emergency assistance will be directed through central dispatch. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Record keeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from local sources (i.e. General fund, etc.).

Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise. ESF 1 team members will also take part in a final after action report conducted by the Emergency Management Office.

ESF11- Food and Water

Primary Coordinator:	Parks and Recreation Administration
Primary Agency:	Department of Parks and Recreation
Support Agency:	Port Orange Fire and Rescue, Emergency Management
County Agency:	Volusia County Corrections Department

Purpose

This ESF addresses the operations and resources necessary to provide disaster victims, and the emergency response personnel serving the city, with adequate supplies of food, potable water and ice at locations of need throughout the impacted area. Specifically, ESF #11 discusses:

- The allocation of resources to all activated employees
- Coordination of 3rd party contractors to deliver food and water to Port Orange
- The lead agency will be responsible for selection and management of organizations and individuals volunteering to support the activities of this ESF. Volunteers serving this ESF will only work under the close supervision and direction of identified staff members of the lead and support agencies.
- The replenishment of resources as needed.

ESF #11 services will be carried out in accordance with the following policy: Services to disaster victims will be provided without regard for their race, ethnicity, or socio-economic status, and all council districts will be served equally by this ESF in accord with the priorities established for the response.

Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Port Orange Comprehensive Emergency Management Plan.

Policies

ESF #11 applies to all agencies and organizations with assigned emergency responsibilities in the POCEMP.

Concept of Operations

General

ESF #11 will coordinate the overall resource distribution to all staff in the Emergency Operations Center, fire houses, and staging areas. ESF #11 will also distribute resources to the city shelter.

The Port Orange Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #11.

Organization

The extent of an Emergency Operations Center activation may span from hours to days. Volusia County will coordinate all resource supplies to public shelters.

Actions

Preparedness

- . Maintain this ESF Annex and its attachments
- . Ensure personnel are appropriately trained with food handling.
- . Maintain food contract for emergency activation.
- . Develop and maintain standard operating guides and checklists for resource distribution
- . Ensure notification and call-up lists are current
- . Participate in training and exercises

Response

- . Mobilize appropriately trained personnel to the incident
- . Deploy a representative to the Port Orange EOC if requested
- . Activate appropriate contract for response
- . Consult with ESF 1, Transportation, regarding the availability of transportation resources for the distribution of supplies, and secure transportation resources as indicated.
 - . Consult with ESF 15, Volunteers and Donations, and identify the companies interested in volunteering food, water and ice, as well as transportation, warehousing, and food service equipment and personnel.
 - . Continue to monitor the availability of food and water supplies and replenish as necessary

Recovery

- . Continue to coordinate the activities of all responding agencies.
- . Liaison with Volusia County, if needed.
- . Participate in after-action briefings and develop after-action reports.
- . Develop and implement mitigation strategies
- . Make necessary changes in this ESF Annex and supporting plans and procedures to improve future operations

Direction and Control

ESF #11 will coordinate the distribution of food and water to all activated staff and the city shelter.

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the EOC.
- Provide ongoing status reports as requested by Volusia County.
- Document all costs and expenses associated with response and recovery activities.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.

- Perform other emergency responsibilities as assigned.

Administration and Support

Support

Requests for emergency assistance will be directed through central dispatch. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Record keeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from local sources (i.e. General fund, etc.).

Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise. ESF 1 team members will also take part in a final after action report conducted by the Emergency Management Office.

ESF12- Energy (Utilities)

Primary Coordinator:	Public Utilities Administration
Primary Agency:	Department of Public Utilities
Support Agency:	Private Utility Companies
County Agency:	Volusia County Public Works Department

Purpose

This ESF Annex provides guidance to help ensure the continued operation of essential utility services in the County. Specifically, ESF #12 addresses:

- Energy system assessment, repair and restoration
- Assessment and restoration of water services (drinking water, sewer and sanitation systems)
- Coordination with private utility companies

Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Port Orange Comprehensive Emergency Management Plan.

Policies

ESF #12 applies to all agencies and organizations with assigned emergency responsibilities in the POCEMP.

Concept of Operations

General

The Public Utilities Department of Port Orange is the primary agency for providing ESF #12 technical assistance, resources and support during response activities.

Maintaining energy and utilities systems following an emergency is critical to protecting lives and property and maintaining continuity of government, emergency services, transportation, the local economy and other critical services and infrastructures.

Organization

The Port Orange Emergency Operations Center will serve as the central location for interagency coordination and decision-making, including all activities associated with ESF #12.

The ESF #12 Energy and Utilities Coordinator(s) will work with the EOC Team to rapidly assess damage and/or disruption to energy and utilities services and recommend actions to restore and/or protect systems.

Major disasters and emergencies involving utility service are known to the providers. Port Orange's role is to assist in the response of the utility providers through escort, traffic control, debris removal and coordination to provide information to elected officials and the public as to restoration timeline.

Utility providers are present at the Volusia County EOC and are available for resource requests during emergencies.

Since Port Orange has no regulatory responsibilities over private utility providers, close coordination will be required to help ensure emergency response and recovery decisions regarding system restoration are based on shared information.

Utility	Company
Electric	Florida Power and Light/PIKE
Cable	Brighthouse
Drinking Water	City
Sewage	City
Gas	

Actions

Preparedness

- Maintain this ESF Annex as well as supporting operating procedures and guidelines
- Ensure personnel receive emergency operations training
- Develop guides and checklists to support emergency energy and utilities operations
- Ensure emergency call-up and resource lists are current
- Ensure the availability of equipment to support energy and utilities activities
- Participate in emergency exercises

Response

- Deploy trained individuals to the EOC
- Alert or activate personnel as required by the emergency
- Coordinate activities with other responding agencies
- Conduct specific response actions as dictated by the situation

Recovery

- Continue all activities in coordination with the EOC based on the requirements of the incident
- Support restoration activities
- Participate in after-action briefings and develop after-action reports.
- Develop and implement mitigation strategies
- Make necessary changes in this ESF Annex and supporting plans and procedures to improve future operations
- Replenish supplies and repair damaged equipment
- Participate in after-action briefings and develop after-action reports
- Make necessary changes in this ESF Annex and supporting plans and procedures

Mitigation

- Based on known hazards, identify and correct vulnerabilities in the energy and utilities function
- Implement a public awareness campaign regarding energy and utilities safety in emergencies

Direction and Control

The ESF #12 Energy and Utilities Coordinator(s) in the EOC will:

- Work closely with private energy and utility organizations
- Work with the EOC Team to establish priorities for restoring critical customers and coordinate the provision of temporary, alternate, or interim sources of emergency fuel and power
- Recommend actions to conserve water, fuel, electric power, natural gas and if necessary, make plans for energy rationing
- Work with the EOC Public Information Officer to coordinate the dissemination of energy and utility supply and restoration information to the public
- Work with the Department of Energy (DOE) to provide timely and credible energy supply assessments and restoration forecasts.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
- When requested, deploy a representative to the EOC to assist with energy and utilities activities
- Provide ongoing status reports as requested
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Emergency Management Department
- Perform other emergency responsibilities as assigned

Administration and Support

Support

Requests for emergency assistance will be directed through central dispatch. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Record keeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from local sources (i.e. General fund, etc.).

Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise. ESF 1 team members will also take part in a final after action report conducted by the Emergency Management Office.

ESF13-Military Support/ESF16-Law Enforcement/ESF17- Animal Services

Primary Coordinator: Police Administration

Primary Agency: Police Department

Support Agency: Public Works Department
Fire and Rescue

County Agency: Volusia County Sheriff's Office
Volusia County Public Protection Department

Purpose

This ESF Annex provides guidance for the organization of law enforcement resources in the County to respond to emergency situations exceeding normal law enforcement capabilities. Specifically, this annex discusses:

- Emergency law enforcement and security activities
- Operational and personnel security
- Augmentation of local law enforcement resources
- Law enforcement command and control structure
- Coordination with State and Federal law enforcement resources
- Liaison between response operations and criminal investigation activities

Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Port Orange Comprehensive Emergency Management Plan.

Policies

This ESF applies to all agencies and organizations with assigned emergency responsibilities in the POCEMP.

Concept of Operations

General

Port Orange Police is responsible for coordinating law enforcement activities within the city during an emergency or disaster. The Florida Highway Patrol (KHP) and Volusia County Sheriff's Office maintain a daily presence in Volusia County and will support local law enforcement, as required. When the EOC is activated, this ESF will provide support to the Incident Commander.

Public safety and security requirements during emergencies will vary greatly on the event, but may include:

- Providing traffic and crowd control
- Controlling access to operational scenes and evacuated areas
- Preventing and investigating crimes
- Coordination with county, state, and federal resources
- Overseeing animal control
- Providing security for critical facilities and supplies

Organization

In incidents originating as a public safety and security related emergency, the Police Chief will keep the Incident Commander, or designee, informed of escalating situations with the potential to require activation of the Emergency Operations Center (EOC). Once notified, the Incident Commander, or designee, will activate the EOC.

Law enforcement resources from outside the city will be controlled by the procedures outlined in mutual aid agreements. They will remain under the direct control of the sponsoring agency but will be assigned by the Incident Commander and/or the EOC to respond as necessary.

County, State and Federal Law Enforcement resources will be requested through the EOC. The Sheriff's Department provides law enforcement in the unincorporated sections of the county. Municipal police departments provide law enforcement in the incorporated areas.

The Incident Commander will direct law enforcement agencies in establishing perimeter security at the scene of an emergency or disaster.

The Incident Commander will direct law enforcement agencies in establishing security for evacuated areas. (See ESF #1 – Transportation).

The Incident Commander will direct law enforcement agencies in establishing security for staging/reception areas.

In the event of a mass fatality incident law enforcement agencies will assist in providing security for the personal effects, including the body of those killed or injured.

Law enforcement may be asked to provide security at facilities used for emergency purposes (emergency shelters, family assistance centers, neighborhood distribution sites, etc.).

Providing routine security will normally be the responsibility of the hospital/emergency center. In the event of an actual or threatened criminal act, or whenever facility security forces are deemed insufficient to ensure safety, the Incident Commander will direct available law enforcement agencies in providing necessary security.

The Incident Commander is responsible for ensuring the safety and well-being of responders.

Terrorist Events

The Sheriff's Department and local police departments will work closely with the Federal Bureau of Investigation (FBI) regarding credible terrorist threat assessments and issuing public warnings.

In the event of terrorist incident, the FBI will serve as the Lead Agency for criminal investigation and the ESF Coordinator(s) will work closely with the FBI Joint Operations Center.

Actions

Preparedness

- Maintain this ESF Annex as well as supporting Standard Operating Procedures and Guidelines Ensure law enforcement personnel receive appropriate emergency operations training
- Ensure mutual aid agreements with surrounding jurisdictions are current
- Develop and maintain mutual aid agreements with private area resources that could be used to augment local law enforcement capabilities
- Develop and maintain standard operating guides and checklists to support emergency law enforcement operations
- Ensure emergency personnel call-up and resource lists are current and available to the EOC
- Ensure the availability of necessary equipment to support law enforcement activities
- Participate in Emergency Management training and exercises

Response

- Respond as required on a priority basis
- Activate mutual aid if needed
- Coordinate activities with other responding agencies
- Coordinate law enforcement agencies responding from outside the jurisdiction
- Alert or activate off-duty personnel as required by the emergency
- Conduct other specific response actions as dictated by the situation

Recovery

- Review plans and procedures with key personnel and make revisions and changes
- Replenish supplies and repair damaged equipment
- Continue all activities in coordination with the EOC based on the requirements of the incident
- Participate in after-action briefings and develop after-action reports
- Make necessary changes in this ESF Annex and supporting plans and procedures

Mitigation

- Participate in hazard identification process and identify and correct vulnerabilities in the public safety and security function

Direction and Control

Tactical law enforcement operations will be controlled by the Incident Commander(s) at the scene(s) within the Incident Command Structure (ICS) structure. The Incident Commander(s) will assess the need for additional resources and request that the EOC deploy assets to support field operations.

The ESF Coordinator will work with the other members of the EOC Team to rapidly assess the need for law enforcement resources and deploy personnel and equipment to the location(s) of greatest need.

The Port Orange Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with the ESF.

The ESF Coordinator is a critical member of the EOC Team and will work within the EOC framework.

The ESF Coordinator in the EOC will:

- Maintain contact with the field, assess the need for outside resources and request assistance as needed.
- Coordinate with other ESF Coordinators and members of the EOC Team to support field activities.
- Oversee all responding public safety and security resources, assess their needs, help them obtain resources and ensure emergency tasks can be accomplished.
- Work with the Incident Commander(s) and the EOC Team to ensure law enforcement personnel deployed to the disaster scene are appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances.
- Serve as liaison with law enforcement resources from outside Port Orange, and if necessary, with State and Federal Law enforcement resources.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
- When requested, deploy a representative to the EOC to assist with energy and utilities activities
- Provide ongoing status reports as requested

- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Emergency Management Department
- Perform other emergency responsibilities as assigned.

Administration and Support

Support

Requests for emergency assistance will be directed through central dispatch. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Record keeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from local sources (i.e. General fund, etc.).

Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the

event/incident/exercise. ESF 1 team members will also take part in a final after action report conducted by the Emergency Management Office.

ESF14- Public Information

Primary Coordinator:	Public Information Officer
Primary Agency:	Crisis Communications Team
Support Agency:	City Manager’s Office
County Agency:	Volusia County Community Information

Purpose

This Emergency Support Function (ESF) Annex describes how Port Orange will provide disaster-related information to the media and the public. It is designed to improve the ability of all participating agencies and organizations to:

- Quickly relay critical and potentially lifesaving information to those at risk
- Provide timely, consistent information on the status of emergency operations
- Coordinate the release of public information from all responding agencies
- Assure the public that government is responding effectively to the emergency
- Make credible and consistent information available to answer citizen inquiries
- Oversee all social media posting
- Provide ongoing and useful information regarding recovery activities
- Ensure a system is in place to provide information and guidance to city, county and if appropriate, State and Federal, elected and appointed officials

Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Port Orange Comprehensive Emergency Management Plan.

Policies

ESF #14 applies to all agencies and organizations with assigned emergency responsibilities in the POCEMP.

Concept of Operations

General

The City of Port Orange establishes a PIO position out of the City Manager's Office. In the absence of a permanent PIO, the Incident Commander will appoint an acting PIO for the extent of the EOC activation.

The ESF #14 Coordinator is a critical member of the EOC Team and will work to support the emergency operations of the city.

Organization

If the situation dictates, emergency public information activities will be coordinated from a Joint Information Center (JIC). Activating a JIC will help Port Orange departments and participating organizations coordinate their activities and help to ensure consistent and accurate information is disseminated.

Since many emergencies strike rapidly, the public information system cannot always react swiftly enough to properly inform the public about the hazard and for this reason, it is important that citizens are made aware of potential hazards and appropriate protective measures prior to the occurrence of an emergency. The City will make every effort to provide ongoing public education to its citizens regarding emergency preparedness activities.

Every effort will be made to provide emergency public information to special needs groups, such as the hearing and visually impaired and non-English speaking populations. Close coordination will be required with the government, volunteer and community agencies.

A large disaster will result in state, national and international media coverage, and in the aftermath of a disaster, media personnel may attempt to obtain information from other than official sources.

Joint Information System (JIS)

The Joint Information System (JIS) describes all public information activities being conducted regarding the event, including those outside the EOC and the JIC (i.e., public information functions being carried out at the scene and from departmental offices or other remote offices and locations).

The ESF #15 Coordinator will work to establish communications with all Joint Information System (JIS) components to facilitate the exchange of information. The use of an organized JIS will help to ensure interagency communication and the release of consistent information.

As part of the JIS, the on scene agency PIO will address media representatives at the incident site and keep the EOC and the JIC informed of these briefings. Contact with JIS components will be maintained primarily by cell phone, radio, or email.

Joint Information Center (JIC)

The Joint Information Center (JIC) is a physical location where PIOs from organizations with primary disaster involvement come together to coordinate and disseminate information.

The purpose of JIC is to:

- Gather and coordinate information and serve as the “hub” for the release of timely, accurate, consistent and useful disaster related information
- Allow all involved organizations to speak from “one sheet of paper” providing consistent messages to the public
- Enable the EOC Team to concentrate on emergency decision-making and refer all media and public inquiries to the JIC
- Ensure the ability exists to answer direct inquiries from the public
- Monitor media coverage to verify the accuracy of information being disseminated
- Be proactive in responding to the disaster related information needs of all audiences

- Develop and implement a comprehensive public information strategy to gain and maintain public trust and confidence

In most cases, the JPIC will be located in close proximity to the Port Orange EOC. However, it may be located anywhere to support emergency activities. Wherever it is located, it is imperative that the JIC maintain contact with decision makers and/or the EOC via telephone, radio, the Internet, facsimile and/or face-to-face communications.

Once a JIC is activated, all emergency public information activities, including media inquiries, should be coordinated through the JIC. The JIC will become the central coordination point for all emergency public information and external communications activities. To the extent possible, the JIC will be staffed with Public Information Officers (PIOs) from all agencies and organizations involved in the event.

The JIC is designed to be flexible to accommodate the unique requirements of any emergency or disaster situation and its structure and staffing will be customized for each response. For example, a major event would require JIC activation and full staffing, while a smaller event might only require one or two people performing all of the necessary tasks.

Regardless of the incident, the function of the JIC remains essentially the same, while the number of departments and agencies involved as well as the location and the quantity of information to be disseminated will vary greatly. At a minimum, the following functions must be performed regardless of these variables:

- Establish and maintain contact with local radio, television and print media
- Develop and disseminate written information such as news releases, fact sheets and other reports as needed
- Schedule news conferences or interviews with department heads and other officials; brief them if appropriate
- Provide interview opportunities that meet the unique needs of each medium (television, radio, print)
- Establish and maintain a communications link or a Joint Information System (JIS) with field PIOs and all remote sites performing public information activities
- Monitor the information being released by the media to ensure appropriate information is being released and take steps to correct any inaccurate information
- Exchange information with elected officials, voluntary organizations, industry representatives, State and Federal PIOs and all other involved agencies as the situation dictates
- Provide ongoing information to and coordination with county, city, State and Federal elected officials

PIOs working in the JIC retain the autonomy to represent the public information needs of their respective agencies, while working closely with the EOC Team and/or JIC to ensure consistent information is being disseminated in a timely manner by all departments.

The PIOs working in JIC will have two primary functions: (1) carry out the public information activities of their respective departments and agencies and (2) provide support to and assist with the overall JIC mission.

Designated departmental PIOs may be asked to staff various JIC functions regardless of the level of involvement of their respective departments. This will ensure an adequate number of PIOs are available to support emergency public information activities.

Dissemination Process

Many methods are used to disseminate information to the public during an emergency or disaster. Warning systems, in general, are described in Annex ESF #2 Communications. Considerations for special populations are outlined below.

- General Public
 - Radio, television, print media, fliers, posters, brochures, information brochures are all established methods for providing information to the public. Use of a particular medium(s) will be situation dependent, based upon the urgency of the information and the intended audience.
- Special Populations
 - Hearing impaired: The Emergency Alerting System (EAS) provides trailers on TV screens provide weather watch and warning messages and other emergency information
 - Visually impaired: The Emergency Alerting System (EAS) provides audio alerting via radio and television stations. Some emergency planning and disaster information brochures are available in Braille through the American Red Cross.
 - Non-English speaking: Many televisions have the capability to provide closed-captioning in Spanish
 - Schools: Schools will disseminate information independently and with the county
 - Hospital & Nursing Homes: The hospital and nursing homes will disseminate information independently
- Specialized Information Protocols
 - Restricted Areas & Reentry: Information on restricted areas, as well as the process for reentry into an area after it has been declared safe, will be obtained from the Incident Commander and disseminated immediately to the media and the public
 - Emergency Assistance: Information on any federal, state or local disaster assistance that might be available will be obtained from the agency offering the assistance. In some cases, this information may be given directly to the media and the public. In others cases, a telephone number will be provided for obtaining additional information
 - Casualties: Information on the number of fatalities, injured and missing will be obtained from the proper law enforcement official and disseminated

immediately to the media and the public. The identity of victims will be released only after confirmation of proper next-of-kin notification

Pre-Scripted Information

The Port Orange PIO and Crisis Communication Team will collect and maintain a file of fact sheets, instructions & procedures, and other readily available pre-scripted information on a wide range of topics to support the rapid dissemination of public information. This pre-scripted information will usually be generic in nature and non-specific to the event, but may still prove valuable to both the media and the public in the early stages of an emergency or disaster. Examples of such prescript information include:

- Chemical Fact Sheets -- for known chemical hazards
- Public Health Guidance -- for disease prevention after flooding
- Red Cross Press Release

Actions

Preparedness

- Identify all viable methods to reach the public including but not limited to radio, television, print media flyers, posters, brochures, informational booths and social media.
- Develop pre-scripted media releases and public advisories dealing with each hazard with the potential to affect the City.
- Ensure all departments have trained staff to support the JIC
- Make accommodations for 24-hour staffing
- Ensure all local media outlets are pre-identified and contacts established. Brief them regularly on emergency public information procedures
- Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information
- Develop and maintain this ESF Annex as well as supporting Operating Procedures
- Identify special needs populations and be prepared to meet their emergency public information needs- Encourage media involvement in the exercise design process and planning

Response

- Inform the public of health and/or safety concerns and ways to reduce or eliminate the associated dangers
- Provide evacuation instructions and shelter locations
- In coordination with the EOC Team, release emergency information as dictated by the situation
- Implement a proactive public information strategy to ensure the media's needs are being met.
- If the situation dictates, activate and staff the JIC.

- After coordination with the Port Orange PIO, release information regarding the emergency or disaster to other county departments and agencies, the media and the public
- Resolve any conflicting information & dispel rumors

Recovery

- Continue all emergency public information activities based on the circumstances and the organizations involved in the recovery efforts
- Distribute information on what to do when returning to your damaged home and how and where to apply for different types of disaster assistance
- Provide information regarding available disaster recovery programs and resources to the media and the public
- Compile a written record of events, including any printed materials, news releases, tapes & clippings. - Prepare reports and provide input to for an after action report
Assess effectiveness of information and education programs

Prevention

- Develop a campaign to promote the importance of maintaining adequate insurance
- Provide information and increase awareness about safe rooms and other shelter methods
- Conduct all-hazard safety visits to increase home hazard prevention actions
- Promote preparedness information that will lessen the impact of disasters, such as having a disaster preparedness kit and family disaster plan
- Establish contacts and develop working relationships with the media

Direction and Control

The Port Orange EOC will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #14 – Public Information and External Communications.

- In major events or those with considerable media attention, Port Orange will establish a JIC to facilitate the coordinated release receptionists, secretaries and departmental field staff to help ensure all government employees can answer basic questions and make referrals regarding the emergency
- Work with the Incident Commander, or designee, to help ensure the individuals answering the citizen helpline telephone have timely, accurate and useful information available to answer direct inquiries from the public
- Schedule and coordinate frequent news conferences and media briefings as dictated by the event. The ESF #14 Coordinator will work with elected officials and department

heads to ensure appropriate representation at news conferences and ample opportunities for media interviews and photos

- Work with field PIOs to establish a media information site near the disaster area and encourage all media to gather at this location for the most recent information
- Make every effort to provide emergency information appropriate for non-English speaking citizens and other special population groups (e.g., the elderly and those with physical and developmental disabilities) by working closely with the volunteer and private sector agencies associated with special population groups to ensure their unique public information requirements are met
- Coordinate with the staff of elected officials and other dignitaries visiting the disaster area (i.e., members of congress, senators, governor, etc.) to coordinate site visits, tours and media opportunities. The ESF #14 Coordinator will ensure local officials are kept apprised of such visits
- Continue to work with the Incident Commander, or designee throughout the recovery phase to help ensure useful information continues to be made available to the media and the public of information from all responding agencies. Whenever possible, the JIC will be established in close proximity to the EOC.

The ESF #14 – Public Information and External Communications Coordinator in the EOC will:

Ensure the most up to date information is available to answer public inquiries regarding the emergency by developing uniform talking points for all employees who have direct, daily contact with the public such as

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
- When requested, deploy a representative to the EOC to assist with energy and utilities activities
- Provide ongoing status reports as requested
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Emergency Management Department
- Perform other emergency responsibilities as assigned.

Administration and Support

Support

Requests for emergency assistance will be directed through central dispatch. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Record keeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from local sources (i.e. General fund, etc.).

Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise. ESF 1 team members will also take part in a final after action report conducted by the Emergency Management Office.

ESF15- Volunteers and Donations

Primary Coordinator:	Emergency Management Coordinator
Primary Agency:	Fire and Rescue Department, Emergency Management
Support Agency:	Parks and Recreation Department
County Agency:	Financial Services Division, Revenue Activity Administrative and Financial Services Department

Purpose

Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Port Orange Comprehensive Emergency Management Plan.

Policies

ESF #15 applies to all agencies and organizations with assigned emergency responsibilities in the POCEMP.

Concept of Operations

General

The City of Port Orange recognizes that during times of disaster and distress will inspire spontaneous volunteers and donations. In order to properly document this, ESF #15 will collect all inquiries and track them.

Organization

The recovery process from an emergency will be scaled based on the type of disaster that occurs. ESF #15 may be activated past the deactivation of the EOC depending on the needs of the community.

Volusia County will coordinate the overall organization of volunteers and donations for the county.

Actions

Preparedness

- Participate in county programs and training to anticipate volunteer and donations.
- Develop and maintain this ESF Annex as well as supporting Operating Procedures
- Make accommodations for staffing
- Participate in emergency exercises

Response

- Deploy trained individuals to the EOC
- Alert or activate personnel as required by the emergency
- Coordinate activities with other responding agencies
- Establish organizational documents for event

Recovery

- Participate in after-action briefings and develop after-action reports.
- Enable volunteers to areas(s) of need
- Distribute donations to area(s) of need
- Continue to coordinate with Volusia County

Direction and Control

The Volusia County VO-AD will steer the overall volunteer response for the county. However, Port Orange may enable volunteers on missions within the city. Any volunteer activities should be tracked and turned in with FEMA Public Assistance documentation.

Liability

It is important to be mindful about the liability of volunteers who may become injured while volunteering with the city. It is important to differentiate between enablement of a mission and assignment of a mission. A waiver may be used, but legal council should be consulted. The Good Samaritan Act protects individuals who are helping individuals effected by disaster.

768.13 Good Samaritan Act; immunity from civil liability.

Any person whose acts or omissions are not otherwise covered by this section and who participates in emergency response activities under the direction of or in connection with a community emergency response team, local emergency management agencies, the Division of Emergency Management, or the Federal Emergency Management Agency is not liable for any civil damages as a result of care, treatment, or services provided gratuitously in such capacity and resulting from any act or failure to act in such capacity in providing or arranging further care, treatment, or services, if such person acts as a reasonably prudent person would have acted under the same or similar circumstances.

Responsibilities

All tasked agencies will:

- . Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
- . When requested, deploy a representative to the EOC to assist with energy and utilities activities
- . Provide ongoing status reports as requested
- . Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- . Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available

- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Emergency Management Department
- Perform other emergency responsibilities as assigned.

Administration and Support

Support

Requests for emergency assistance will be directed through central dispatch. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

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Comprehensive Emergency Management Plan

Emergency Support Function (ESF) 18 Business and Industry

2015

EMERGENCY SUPPORT FUNCTION 18 BUSINESS AND INDUSTRY

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Emergency Support Function 18

(ESF #18) Business and Industry

LEAD AGENCY: Daytona Regional Chamber of Commerce

SUPPORT AGENCIES: All Volusia County Chambers of Commerce
CareerSource Flagler | Volusia Hotel and Lodging Association of Volusia County
Small Business Development Center at Daytona State College
Volusia Manufacturers Association (VMA)
Volusia Building Industry Association (VBIA)
Volusia County Convention and Visitors Bureau
Halifax Area Advertising Authority
Southeast Volusia Advertising Authority
West Volusia Tourism Advertising Authority
Volusia County Board of Realtors

INTRODUCTION

A. Purpose

The primary purposes of Volusia County Emergency Support Function #18, Business and Industry (ESF 18) is to define the policies and procedures used in coordinating and guiding the local businesses and industries in emergency response and disaster recovery efforts, and to obtain and utilize donated goods and services provided by businesses and industries, and to provide support to the economic recovery.

Equally important is the establishment of procedures that will assist the private sector with reconstituting its own services and facilities, thus maintaining an employee workforce. This direct “business to business” support will help continue the flow of paychecks so individuals and families can sustain themselves. Workforce stability is an important part of the recovery process.

B. Scope

ESF 18 can be activated for any type of disaster (natural disaster, technological accident, or intentional act) and any magnitude of disaster (minor, major or catastrophic). ESF 18 provides:

- An organized approach to ensure that the needs and interests of impacted businesses and industries are adequately considered in local government
- Disaster assistance and services available to impacted businesses can be effectively accessed
- ESF 18 also addresses procedures to solicit, utilize and distribute donated goods and services available from businesses and industries.

ESF 18 does not address private sector disaster recovery procedures that are likely to be implemented by individual businesses and industries, such as filing insurance claims and contracting with private disaster recovery services.

C. Policies and Procedures

Implementation of this ESF will be guided by the following policies:

1. Volusia County government recognizes the integral role of businesses and industries in the welfare of the community and the necessity of their involvement in emergency response and disaster recovery operations. The businesses and industries needs will be considered in the planning and implementation of county and municipal operations through participation in the Manager's Advisory Group.
2. Within the limits of available resources and legal requirements, assistance and support will be provided to impacted businesses and industries in order to minimize the adverse economic and employment effects on the community.
3. Through ESF 18, assistance will be provided to local businesses, and coordination of suitable donations will take place with ESF 15 (Volunteers and Donations).
4. Prior to requested mutual aid assistance for materials or services from private sector, an effort will be made to procure the materials or services through ESF 18.
5. To facilitate the full recovery after a disaster, Volusia County will endeavor to ensure that applicable state and federal disaster assistance programs are made available for impacted local businesses, and will strive to facilitate access to and delivery of those programs.

D. Planning Assumptions

This ESF has been prepared for implementation based on the following

assumptions:

1. A major disaster event can have substantial physical and operational impacts on businesses.
2. The services, products, employment and revenue provided by businesses and industries to the surrounding community are of vital importance to the community's welfare. Disaster-related impacts to businesses and industries can further exacerbate the impact of the event on the community as a whole, and full recovery of impacted businesses and industry is necessary for the full recovery of the impacted community.
3. Small businesses without regional or national affiliations and support mechanisms, as well as those without adequate insurance, are more vulnerable to the impacts of disasters. Such small businesses need additional assistance, guidance and support during emergency response and disaster recovery to minimize potential failure as a result of the disaster.
4. Damage to the community's infrastructure and communications networks can have harmful economic effects to businesses, and are not within the capability of an individual business owner to repair or replace. Temporary actions to prevent business failures while such facilities and services are restored to normal are likely to be necessary.
5. Local, regional and national businesses can and will provide donated goods and services that will be valuable to the emergency response and disaster recovery efforts. To effectively utilize such donations, procedures must be incorporated into the other response and recovery operations conducted by the County. ESF 18 may coordinate with ESF 15 to link the donated resource with the need.

Plan Maintenance

CONCEPT OF OPERATIONS

A. General

1. The designated lead agency for ESF 18 is supported by other associations representing the local businesses and industries of Volusia County. In this capacity, information and expertise available to the lead and support agencies will be incorporated into the operations conducted by other

county ESFs to improve and facilitate the services and support available to the affected businesses and industries.

2. ESF 18 will staff a workstation at the County EOC and utilize the Volusia County EOC Standard Operating Procedures in conducting its EOC operations.
3. ESF 18 will serve as the link to the Business Operations Center.
4. ESF 18 may activate and staff facilities and locations outside of the County EOC that are needed to provide services and support to the involved businesses and industries.
5. Goods and services donated by businesses and industries may be solicited and obtained by ESF 18, while their receipt, warehousing and distribution to impacted individuals and organizations will be managed through ESF 15, Volunteers and Donations.

B. Organization

1. The President of the Daytona Beach Regional Chamber of Commerce or designated representative will serve as the ESF 18 leader. Each of the supporting organizations may designate one or more individuals to serve as staff to ESF 18 if needed, and to serve as a liaison for supporting its operations.
2. The lead agency will staff the ESF 18 workstation at the County EOC or other appropriate site as necessary for the duration of the activation of this ESF. If needed, additional personnel from the lead and/or support agencies will be mobilized.
3. If utilized, field locations and facilities established by ESF 18 will be staffed by members of the lead or support agencies, or when indicated, by personnel mobilized through other County ESFs. The lead and support agencies may also conduct operations from their normal business locations, when this is feasible to do so. In all cases, ESF 18 operations outside of the County EOC will maintain continuing communication and coordination with the lead agency staff at the ESF 18 workstation.

C. Notification

1. The lead agency representative or other contact person will be notified to activate ESF 18 by the Volusia County Emergency Management Division.

Upon notification, the lead agency representative will report to the County EOC and establish the ESF 18 workstation.

2. The lead agency representative will notify support agencies of the activation of ESF 18. The support agencies may be requested to mobilize personnel to the County EOC or to remain on standby to provide support.
3. The lead agency staff will notify the County Emergency Management Division and other activated County ESFs when ESF 18 is prepared for operations.
4. Volusia County Emergency Management will notify the State ESF 18 of the activation of Volusia County ESF 18 and determine the support and assistance that may be available from this organization. ESF 18 may coordinate with ESF 18 or its counter-parts in adjacent counties or within Florida Division of Emergency Management Region 5.

EMERGENCY SUPPORT FUNCTIONS

A. Response

1. Initial Actions
 - a. The lead agency will staff the ESF 18 workstation at the County EOC and receive a briefing regarding the emergency event and the likely roles and responsibilities of ESF 18.
 - b. Reserve a dedicated telephone number at the ESF 18 workstation (the "EOC Business Hotline") for responding to inquiries for advice and assistance from businesses and industries impacted by the event. Assistance may be requested of ESF 2, Communications, and Coordinate with ESF 14 to prepare a media release providing the telephone number of the Business Hotline and request distribution. (The media release should specify that the number is for business owners and operators only. Inquiries from the general public should be directed to the ESF 14 public telephone number.)
 - c. VCEM will notify the State ESF 18 of the county ESF 18 status.
 - d. In the event an evacuation or shelter-in-place advisory ESF 18 will immediately:
 - (2) Through the Volusia Hotel and Lodging Association, Convention and Visitors Center Bureau and other support

agencies, coordinate information to the accommodations industry advising of the protective action, and emphasize the need to comply promptly. Provide the Business Hotline telephone number for business inquiries.

(3) Through the Volusia Manufacturer's Association, CareerSource Flagler | Volusia, chambers of commerce and other support agencies, notify employers of response and protective action, and emphasize the need to comply promptly. Provide the telephone number for business inquiries.

(4) Respond to inquiries made to the business hotline for assistance in implementing the protective action. As needed request assistance from other County ESFs to resolve critical problems in protective action implementation.

- d. Identify the general number and types of business and industrial facilities located in the area of impact; Anticipate the needs for assistance for businesses and industries, and their employees
- e. Advise the Emergency Management Division regarding any initial critical issues regarding the event's impact on business and industries
- f. Review and update lists of businesses and industries outside of the area of impact that could donate needed services or goods; Establish coordination with ESF 15, Volunteers and Donations, to plan subsequent contacts.
- g. Coordinate with the Business Operations Center on behalf Using of the Emergency Operations Center regarding possible activate for recovery

2. Continuing Actions

- a. Participate in County EOC briefings and provide input regarding issues and problems affecting business and industry

- b. Continue to respond to inquiries made to the business hotline and when needed, request the assistance of other County ESFs to provide support services for protection of life and property.
- c. Through ESF 5, monitor progress in the implementation of the evacuation or shelter-in-place action. Advise the Emergency Management Division regarding business and industry issues involved in termination of the protective action. With the cooperation of other County ESFs, consider taking actions including but not limited to the following:
 - (1) For sheltering-in-place protective actions:

Continue utilizing assistance from support agencies, continuing coordination with accommodations and others industries and advise them when shelter in place has been lifted.
 - (2) For evacuation protective actions:
 - (a) Utilizing support agencies continue coordinating protective action information to the businesses and industries.
 - (b) Coordinate with ESF 16, Law Enforcement, to allow early reentry for critical businesses, industries and groups, including:
 - Insurance adjusters and inspectors,
 - Owners, operators and key employees of essential businesses, e.g., medical facilities, food and drug stores, etc.
 - Disaster recovery contractors for temporary repairs or to prevent further damage
- d. Advise ESF 13 regarding critical businesses and industries that should be considered during inspections by the State of Florida Rapid Impact Assessment Team(s) if deployed to Volusia County.
- e. Coordinate with ESF 19, Damage Assessment, regarding inspections of damaged businesses and industries; Request

and obtain information regarding the type and extent of damages to businesses and to the roadway network

- f. Coordinate with ESF 12, Energy regarding the extent and duration of loss of power, water, sewage service and other utilities needed for businesses to reopen.
- g. Consult with and advise the Emergency Management Division and the Municipal Coordination Group, if convened, regarding the need for business closures, curfews, priority utility restoration, etc. for the area impacted.
- h. Work with ESF 15 to identify needs for donated goods and services and determine their likely availability from businesses and industries; Accept referred calls to ESF 15 from businesses regarding donations.
- i. Coordinate with the State ESF 18 regarding the business and industry issues.
- j. Provide information to ESF 15 (Volunteers and Donations) in order for that ESF to develop an inventory of offered donations available from businesses and industry;
- k. When requested by ESF 15, solicit specific donations of goods and services from businesses; Coordinate with ESF 15 to arrange delivery of donations using the transportation, warehousing, and distribution operations established by ESF 15.
- l. The Business Operations Center will maintain an inventory of donated services and materials that are specific useful to businesses impacted by the event, e.g., data recovery, environmental cleanup, etc. Business requiring such assistance will be referred to the Business Operations Center.
- j. Maintain contact with the Business Operations Center regarding possible activation for Recovery.

B. Recovery Actions

The ESF 18 structure remains during recovery, with some support agencies demobilizing and others remaining active as part of the Recovery effort. Once the Recovery Committee (a Recovery Coalition) is mobilized many of the functions identified in section “C” will be transferred to that entity.

1. Initial Actions

- a. If needed, provide input to the Municipal Coordination Group regarding actions in the impacted neighborhoods to continue to protect damaged businesses and industries, e.g., curfews, security, etc.
- b. Continue to respond to requests received through the business hotline for assistance and advice. Refer businesses to the Business Operations Center as appropriate.
- c. Work with County ESFs to facilitate actions by business owners and operators to begin the recovery process and reopen businesses, including but not limited to the following:
 - (1) ESF 16 - access for insurance adjusters, business recovery contractors and critical employees, as well as security concerns
 - (2) ESF 10 - assistance with hazardous materials accidents caused by the disaster event
 - (3) ESF 3 - assistance with debris clearance of public rights of way when interfering with access to business establishments
 - (4) ESF 12 - to obtain information and coordination regarding the timing and priority for utility and power restoration and business re-openings
 - (5) ESF 5 and ESF 14 - distribution of public information regarding disaster related-damages, the schedule for re-opening of roadways, restoration of power, etc.

(6) Coordinate with ESF 15 for donations issues

d. Regarding disaster assistance, consult with

- Volusia County Emergency Management Division
- Volusia County Community Services
- Volusia County Recovery Committee once it is activated
- State and federal agencies
- Daytona State College Small Business Development Center
- CareerSource Flagler | Volusia

Obtain information regarding specific programs available to impacted businesses for the event, e.g., Small Business Administration loans, state grants, etc. and how to access them. Prepare informational advisories on available assistance and distribute through ESF 14 and the Business Operations Center, and to business hotline callers. This function will ultimately be taken over by the Recovery Committee.

e. Support county efforts to estimate the economic losses that will result from the event through the following operations:

- (1) Coordinate with ESF 19, Damage Assessment, to identify business and industrial facilities or systems that experienced physical damage;
- (2) Contact impacted businesses to obtain information regarding estimated structure and contents losses due to physical impacts
- (3) Coordinate with ESFs 3 and 12 to estimate the extent and duration of utility and infrastructure outage and predict the operational economic and employment losses to businesses required to remain closed.
- (4) Coordinator with ESF 19 regarding information on the costs of physical damage and forced closures by impacted businesses and industries

- (5) Provide information to ESFs 5 and 19 and the County Emergency Management Division; Update as needed.
- f. If needed, request activation of the Business Operations Center
- g. Coordinate the opening of “Volusia County Small Business Support Center” with the assistance of the Small Business Development Center at Daytona State College:
 - (1) Obtain authorization to establish one or more Volusia County Small Business Support Centers in or near damaged business district(s).
 - (2) Request ESF 7 and ESF 15 to assist with securing undamaged facilities for use as the center. ESFs 7 and 15 would also assist by leasing or borrowing basic office equipment to assist small business owners, e.g., office furniture, personal computers, photocopiers, etc. as well as to provide basic sanitary services, e.g., bottled water, portable toilets, etc.
 - (3) Request ESF 12 to provide a portable generator to ensure electrical power for the center.
 - (4) Request ESF 2 to equip the facility with telephone and internet capabilities.
 - (5) ESF 18, with the assistance of the Emergency Management Division, and donated services from the CareerSource Flagler | Volusia and the Small Business Development Center, would provide technical experts at the center to advise small business owners on actions to minimize business failures as a result of the event.
- g. Volusia County Purchasing (ESF 7) will develop a list of qualified contractors, vendors, suppliers, etc., for distribution to impacted business owners to expedite

repairs and business resumption, while minimizing fraud and price gouging involved in repairs.

2. Continuing Actions

- a. Assist the Emergency Management Division and County ESFs 5 and 19 in compiling information on the cost of the physical and operational damages to impacted businesses and industries in the county.
- b. Support county efforts through a state and/or federal Disaster Field Office (DFO) established for Volusia County to facilitate delivery of disaster assistance to impacted businesses. Provide information to impacted businesses regarding loans from the Small Business Administration and Farmer's Home Administration, as well as Disaster Unemployment Insurance available for displaced workers of impacted businesses.
- c. If indicated by the characteristics of the event and the pace of economic recovery in its aftermath, with the support of ESF 14, develop and implement a public information program to stimulate tourism and other business activities in the county.
- d. Until ESF 18 is demobilized continue to staff and operate any of the following activated business support services:
 - (1) The ESF 18 workstation at the County EOC
 - (2) The business hotline to respond to disaster-related recovery questions and problems of the impacted businesses
 - (3) Coordinate with ESF 15 regarding donations of goods and services by business and industry.
 - (4) Continue to coordinate with the Business Operations Center
 - (5) Continue coordination with the Small Business Development Center at SDC regarding support for

the “Volusia County Small Business Support Center(s)”

C. Coordination

The lead agency will coordinate operations for ESF 18 from workstation established in the County EOC, or if circumstance permit, may operate off-site.

The lead agency will maintain coordination and communication with::

- ESF 18 Support Agencies
- Other County ESFs,
- Emergency Management Division
- Manager’s Advisory Group
- Business Operations Center
- Florida ESF 18.
- Small Business Development Center at Daytona State College

RESPONSIBILITIES

A. Staffing

1. General Staffing Responsibilities
 - a. Lead and support agencies will maintain list of agency staff to call for performing response activities.
 - b.
2. Staffing requirements within the County EOC will vary but may require a minimum of one individual representing the lead agency to be on duty throughout the activation of the ESF. Due to the nature of business and industry functions, the lead position may be permitted to operate off-site and coordinate with the EOC at briefing times and through the use of emails and telephone communications.
3. Other locations established by ESF 18, e.g., a “Volusia County Small Business Support Center”, or Business Operations Center will be staff by appropriate support agencies.
4. The lead and support agencies will provide coordinated input to County and municipal emergency response and disaster recovery operations. In doing so, each of the lead and support agencies is expected to coordinate information flow to and from their constituency, and to represent their interests to the lead agency for input to the policy and operational decision-making by the Manager’s Advisory Group and the County Emergency Management Division.

B. Lead Agencies

The lead agency will have the following responsibilities:

1. Development and maintenance of the necessary operational procedures, databases, inventories, etc. needed for effective implementation of ESF 18. The lead agency will, as indicated, ensure that inventories and databases are available within the EOC to support response operations.
2. Guiding and assisting support agencies to develop the necessary operational procedures, databases, inventories, etc. to ensure their ability to implement their responsibilities under this ESF.
3. Notification, activation and mobilization of the personnel from the lead and support agencies that are assigned to this ESF, when needed.
4. Coordination of all support agency actions in performance of operations conducted by this ESF, as well as coordination with other County ESFs providing support to ESF 18 operations
5. With the assistance of the Volusia County Emergency Management Division, provide training and exercise opportunities for lead and support agency staff to become familiar with the implementation of this ESF.
6. Implementation of ESF 18 operations during emergency response and disaster recovery periods, through coordination of personnel, services and resources provided by support agencies and through other county ESFs, to include the following:
 - a. Activation of the ESF and notification and mobilization of support agencies. Maintain private sector night time contact list of major businesses.
 - b. Activating and staffing needed ESF 18 operations, including the business hotline and the Volusia County Small Business Support Center. Establish inventory of available private sector resources.
 - c. Facilitating business and industry involvement with protective actions.
 - d. Responding to requests for assistance and advice from impacted businesses.

- e. Obtaining and utilizing input from the support agencies regarding ESF 18 operations.
- f. Advising the Emergency Management Division, the Managers Advisory Group and other County ESFs on the disaster-related needs and issues for involved businesses and industry.
- g. Soliciting donated goods and services from business and industry and integrating the donations with those managed by ESF 15.
- h. Coordinate operations with the Business Operations Center
- i. Deactivating ESF 18 operations and demobilizing personnel.

C. Support Agencies

Support agencies will have the following responsibilities:

- a. Participate in training and exercise opportunities to ensure agency personnel are familiar with their responsibilities under this ESF.
- b. Maintain as current inventories, databases, personnel rosters needed to mobilize staff and equipment for supporting the operations required by this ESF.
- c. Support operations of ESF 18 during its activation through such actions as:
 - (1) Deploying agency representatives to the County EOC or other locations as requested by the lead agency
 - (2) Responding to requests from the lead agency for assistance and support of ESF 18 operations
 - (3) Coordinating with their own and related constituency groups to obtain information and input to county operations, to solicit donations, to identify problems and issues related to the disaster, and to gain support and cooperation with other ESF 18 operations
 - (4) Assisting the lead agency by providing information and data for the preparation of reports, summaries, briefings and critiques.

D. Resource Requirements/Limitations

The lead agency, in cooperation with support agencies, will maintain the capability to implement ESF 18. Resource requirements provided by the lead and support

agencies are expected to be for staffing the ESF's positions and functions, as well as lists and information regarding Volusia County's business community that may be necessary to support emergency response and disaster recovery information.

The County will provide the necessary space and communications equipment in the County EOC to support operations of the ESF 18 workstation. Other resource requirements for ESF 18 operations will either be donated, or will be procured through County ESF 7.

E. Operational Reports

1. The lead agency will, appraise the County EOC regarding ESF 19 operations, impact and damage assessment results, and problem areas. These will be provided to the County Emergency Management Division and County ESFs 5 and 14, as well as to designated state and federal damage assessment personnel.
2. The lead agency will file the necessary impact and damage assessment reports on a timely basis with the State EOC pursuant to state and federal requirements.
3. The lead agency will provide other special reports regarding the impact of the event and damage assessment operations, upon request of the Emergency Management Division.
4. All support agencies will prepare damage assessment reports to the ESF 19 Coordinator, and provide other such reports regarding the progress of their damage assessment activities as may be required by the lead agency.
5. The ESF 19 Coordinator will work with the municipal liaison officers to obtain damage assessment reports on the damages that occurred within impacted municipal jurisdictions.
6. The ESF 19 Coordinator will provide a daily damage assessment briefing to the County Emergency Director and, if requested, prepare a daily damage assessment report for transmittal to the State EOC. The briefings and reports will commence as soon as possible after the impact of the event.

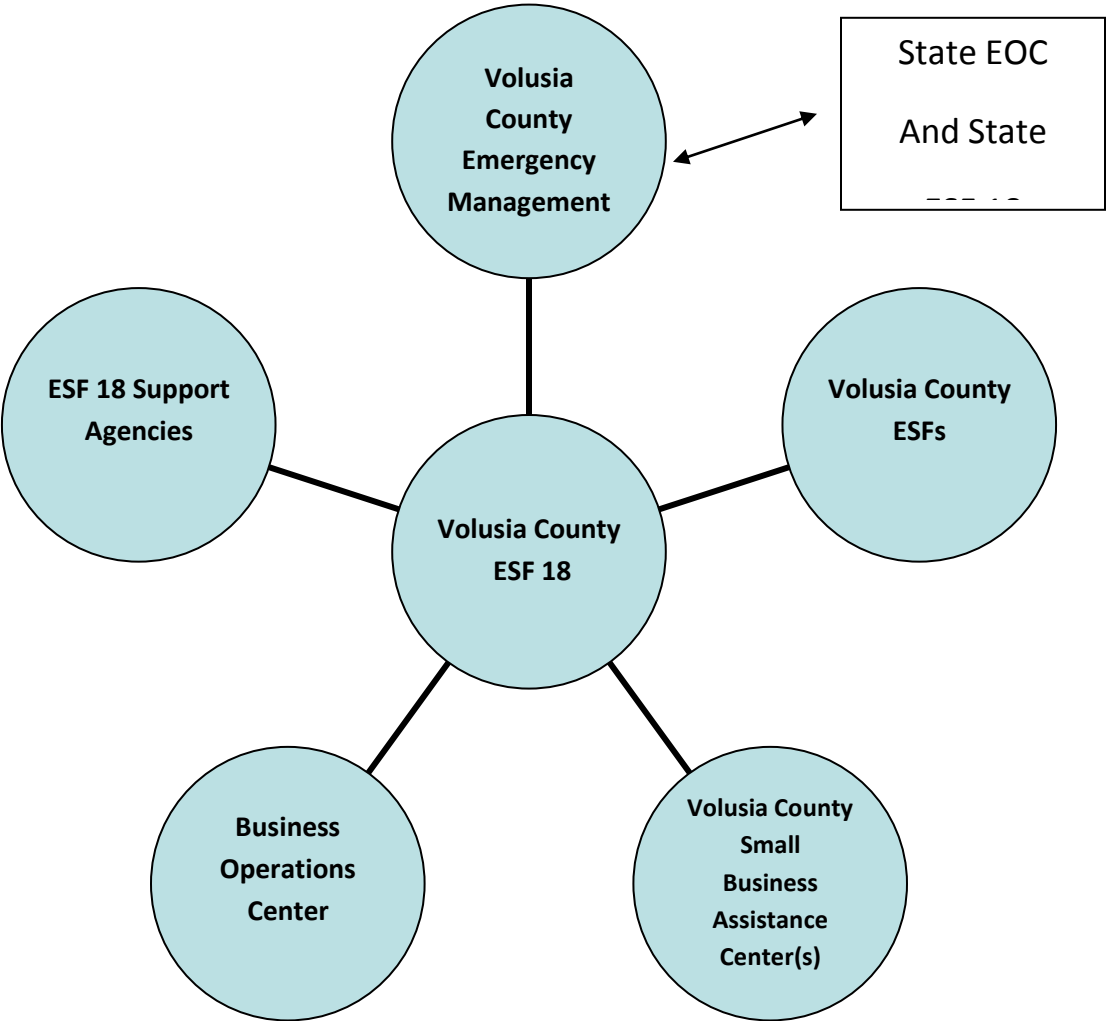
F. Financial Management

1. ESF 18 situation reports (SITREPs) will be prepared and distributed by the lead agency as requested by the Volusia County Emergency Management

Division and/or County ESF 5. Support agencies actively engaged in ESF 18 operations will receive a copy of the ESF 18 SITREPs.

2. When necessary, support agencies will provide daily “status reports” on their support of their assigned ESF 18 functions. These reports will include any anticipated problems or deficiencies in supporting the mission.
3. The lead agency will maintain a list or inventory of goods and services offered for donation by the business community, and, through ESF 15, will periodically report on the types and quantities of donated materials and services available.
4. Other status reports and operational briefings will also be routinely presented during County EOC coordination meetings.

ESF 18 Organizational Relationships



ESF19-Damage Assessment

Primary Coordinator:	Community Development Administration
Primary Agency:	Community Development Department
Support Agency:	Information Technology Division, GIS Office
County Agency:	Volusia County Property Appraiser's Office

Purpose

The damage assessment process is very instrumental in shaping the emergency response and disaster recovery actions that will be taken by the county and its municipalities after a major disaster. The information gathered will be used to define the type and extent of the actions needed, as well as uses as input for prioritizing emergency operations and the allocation of available resources.

Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Port Orange Comprehensive Emergency Management Plan.

Policies

ESF #19 applies to all agencies and organizations with assigned emergency responsibilities in the POCEMP.

Concept of Operations

General

The preliminary damage assessment will be completed by municipalities and forwarded to the Property Appraiser's Office so that it can be tabulated and forwarded to the State/FEMA for the declaration process. Port Orange will take part in the preliminary damage assessment.

Organization

The Community Development Department will organize the preliminary disaster assessment process. This will be completed in teams and may be partnered with Public Safety or Public Works, if needed and available.

Preliminary Damage Assessment Priorities:

First Priority: To determine the impact of the event to critical facilities and key elements of the community's infrastructure in order to provide a basis for identifying and prioritizing emergency response operations,

Second Priority: To estimate the dollar value of physical damages to public and private property in the area impacted in order to define the need for state and federal financial assistance in the disaster recovery process, and

Third Priority: To identify hazard mitigation needs highlighted by the impacts of the specific event to support post-recovery mitigation planning and programming in Volusia County.

Residential Area Damage Assessment

Preliminary damage assessment will begin as soon as it is safely to do so following the event. Assessments will be completed as quickly and efficiently as possible. DA will be completed in teams of 2. This may be assisted by the Fire Department or Public Works if they are available and are needed.

Public Facility Damage Assessment

Damage to city-owned property will be on the same timetable as residential areas and will be gathered simultaneously with residential damage assessment. This information will be submitted thru the Risk Manager as to coincide with insurance claims. It is very important to conduct damage assessment to city-owned property on the front end of damage assessment so that the declaration process is not delayed.

Actions

Preparedness

- Participate in county programs and training to anticipate volunteer and donations.
- Develop and maintain this ESF Annex as well as supporting Operating Procedures
- Make accommodations for staffing
- Participate in exercises

Response

- Deploy trained individuals to the EOC
- Alert or activate personnel as required by the emergency
- Coordinate activities with public safety departments or public works, if needed
- Disseminate organizational documents for the event
- Communicate with county counterpart

Recovery

- Participate in after-action briefings and develop after-action reports.
- Enable volunteers to areas(s) of need
- Distribute donations to area(s) of need
- Continue to coordinate with Volusia County

Direction and Control

The Property Appraiser's Office for Volusia County collects and outputs all preliminary damage assessment. This data will be used to gain a presidential declaration for further public assistance categories.

Definition of a Windshield Survey:

Windshield surveys are a form of direct observation that involve making Remember visual observations of a neighborhood or community while driving— Document the damage literally “looking through the windshield.” Windshield surveys are quick, systematic observations made from a moving vehicle.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
- When requested, deploy a representative to the EOC to assist with energy and utilities activities
- Provide ongoing status reports as requested
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Emergency Management Department
- Perform other emergency responsibilities as assigned.

Administration and Support

Support

Requests for emergency assistance will be directed through central dispatch. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Record keeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from local sources (i.e. General fund, etc.).

Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise. ESF 1 team members will also take part in a final after action report conducted by the Emergency Management Office.

ESF20- Special Needs

Primary Coordinator: Emergency Management

Primary Agency: Port Orange Fire and Rescue

Support Agency: Parks and Recreation Department
Police Department

County Agency: Volusia County Health Department

Purpose

ESF 20 describes how local resources will be provided and coordinated to assist members of the general public that have special medical needs that may need to be evacuated from their homes at the time of a disaster. The city may be able to rely on Volusia County for this ESF to support mass care, if needed.

A person with special needs is defined as an individual that, due to age, physical, mental, sensory impairments, or functional limitations in the activities of daily living, is not able to respond independently to an emergency situation that requires evacuation of their homes. Generally, this population should be individuals whose needs can be met for at least forty-eight (48) to seventy-two (72) hours in a non-medical facility.

Special needs shelter services will be offered to all individuals from evacuated areas meeting the established medical criteria regardless of their race, ethnicity, economic status or other individual characteristic.

Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Port Orange Comprehensive Emergency Management Plan.

Policies

This ESF applies to all agencies and organizations with assigned emergency responsibilities in the POCEMP.

Concept of Operations

General

Volusia County maintains a registration for individuals with special needs in the county. The county also operates special needs shelters that may be activated during an emergency.

The City of Port Orange will be provided with a listing of special needs registrants within the city to be used for public safety purposes.

Organization

For the most part, municipalities will look to Volusia County to support individuals with special needs in their respective cities. However, public safety personnel will be supplied a list through the Planning Section so that they are knowledgeable and aware of individuals with special needs in their response area.

Actions

Preparedness

- Maintain this ESF Annex as well as supporting Standard Operating Procedures and Guidelines Ensure law enforcement personnel receive appropriate emergency operations training
- Ensure emergency personnel call-up and resource lists are current and available to the EOC
- Ensure the availability of necessary equipment to support law enforcement activities
- Participate in Emergency Management training and exercises

Response

- Respond as required on a priority basis
- Activate mutual aid if needed
- Coordinate activities with other responding agencies
- Alert or activate off-duty personnel as required by the emergency
- Conduct other specific response actions as dictated by the situation

Recovery

- Review plans and procedures with key personnel and make revisions and changes
- Continue all activities in coordination with the EOC based on the requirements of the incident
- Participate in after-action briefings and develop after-action reports
- Make necessary changes in this ESF Annex and supporting plans and procedures

Mitigation

- Participate in hazard identification process and identify and correct vulnerabilities in functions

Direction and Control

Tactical law enforcement operations will be controlled by the Incident Commander(s) at the scene(s) within the Incident Command Structure (ICS) structure. The Incident Commander(s) will assess the need for additional resources and request that the EOC deploy assets to support field operations.

The ESF Coordinator will work with the other members of the EOC Team to rapidly assess the need for law enforcement resources and deploy personnel and equipment to the location(s) of greatest need.

The Port Orange Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with the ESF.

The ESF Coordinator is a critical member of the EOC Team and will work within the EOC framework.

The ESF Coordinator in the EOC will:

- Maintain contact with the field, assess the need for outside resources and request assistance as needed.
- Coordinate with other ESF Coordinators and members of the EOC Team to support field activities.
- Oversee all responding public safety and security resources, assess their needs, help them obtain resources and ensure emergency tasks can be accomplished.
- Work with the Incident Commander(s) and the EOC Team to ensure law enforcement personnel deployed to the disaster scene are appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances.
- Serve as liaison with law enforcement resources from outside Port Orange, and if necessary, with State and Federal Law enforcement resources.

Responsibilities

All tasked agencies will:

- . Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
- . When requested, deploy a representative to the EOC to assist with energy and utilities activities
- . Provide ongoing status reports as requested
- . Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- . Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available
- . Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Emergency Management Department
- . Perform other emergency responsibilities as assigned.

Administration and Support

Support

Requests for emergency assistance will be directed through central dispatch. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed

command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

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The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Record keeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from local sources (i.e. General fund, etc.).

Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise. ESF 1 team members will also take part in a final after action report conducted by the Emergency Management Office.



City of Port Orange

Employee Bomb Threat Procedures

Threats are rare but should always be taken seriously, your reaction could save lives, including your own. Bomb threats can be received in various forms of communication. Majority of bomb threats are received by phone. Act quickly, but remain calm and obtain information in the Port Orange Police Department Bomb/Explosive Threat Checklist:

If a bomb threat is received by phone:

- 1.) Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- 2.) Listen carefully. Be polite and show interest.
- 3.) Try to keep the caller talking to learn more information. Follow the questions on the Port Orange Police Department Bomb/Explosive Threat Checklist.
- 4.) If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up notify them yourself.
- 5.) If your phone has a display, copy the number and/or letters on the window display.
- 6.) Complete the Bomb/Explosive Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact wording.
- 7.) Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions. DO NOT use a cell phone.

If a bomb threat is received by handwritten note:

- 1.) Handle the note as minimally as possible.
- 2.) Contact authorities immediately.

If a bomb threat is received by e-mail:

- 1.) Do not delete the message.
- 2.) Contact authorities immediately

If a suspicious package is received:

- 1.) Identified by these signs:
 - No return address
 - Excessive postage
 - Stains
 - Strange color
 - Strange sounds
 - Unexpected delivery
 - Poorly handwritten
 - Misspelled words
 - Incorrect titles
 - Restrictive notes
- 2.) Contact authorities immediately.

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

After the authorities are notified, remain calm and evacuate the threaten area immediately.

- Follow law enforcement instructions
- Evacuate the area and seek protective cover from the bomb and potential debris away from the building and parking lot(s)
- Do NOT approach or inspect suspicious items or unattended packages
- Do NOT congregate near the incident scene as onlookers may impede first responders and law enforcement
- Do NOT leave the safe area without checking in with authorities as you may be need for a statement

Attachment: POPD Call Bomb/Explosive Threat Checklist

Tropical Activity

Attachment #6

City of Port Orange

January 2017

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PURPOSE

The purpose of this annex is to supplement the Port Orange Comprehensive Emergency Management Plan by establishing procedures specific to response operations during a hurricane or tropical system. Special emphasis is placed on the use of the operational conditions and evacuation to increase the safety of the citizens of Port Orange.

SITUATION

The Atlantic Hurricane Season is June 1st through November 30th, during such time Port Orange is on heightened alert to the possibility of approaching tropical systems. On a day-to-day basis Port Orange Emergency Management continually monitors the current weather affecting the area as well as weather conditions and systems that may impact the county in the foreseeable future. There are a number of weather related resources that assist in the identification of weather related conditions, such as: The National Weather Service; The National Hurricane Center; and a suite of tools and predictive models.

The department transitions from normal, day-to-day operations to a state of heightened situational awareness when models indicate that an approaching weather system; whether an actual or anticipated tropical depression, tropical storm or hurricane could impact the Port Orange coast. At this time the Emergency Operations Plan, in conjunction with this Hurricane Annex is implemented.

Hazard and threat analysis information is maintained as part of the Port Orange All Hazards Mitigation plan. Identified in the threat analysis are high-risk areas (i.e., population, infrastructure and environmental).

ASSUMPTIONS

1. Port Orange will generally receive several days of early warning of an impending hurricane through the National Hurricane Center (NHC), the National Oceanic Atmospheric Administration (NOAA), and the National Weather Service (NWS). There is potential for response to a storm with less than normal warning time as seen in 2004.
2. Port Orange will use this warning time to prepare using plans, protocols and procedures predefined and coordinated in this and other plans.
3. Mutual Aid Compacts and agreements will enable assistance in shortfall areas of personnel, equipment and logistics; state-to-county, county-to-county, and county-to-municipality.
4. Port Orange Council shall declare a State of Emergency to temporarily suspend normal government functions.
5. The citizens of Port Orange will respond to an evacuation order or otherwise prepare themselves for an approaching hurricane.
6. A hurricane may trigger only a State and local response without a Federal response.

7. Effective communications shall be a major concern due to the disruption of telephone service and the loss and/or damage of radio antenna towers and related equipment.
8. A hurricane shall result in large numbers of casualties and/or displaced people that will very quickly overwhelm local and State capabilities.
9. There will be increased security in evacuated areas to prevent looting.
10. Both response and recovery operations may be hampered by blocked roads, damaged bridges or roads, and downed trees and utility poles.

CONCEPT OF OPERATIONS

1. General
 - a. This plan is used in conjunction with the responsibilities outlined in the Comprehensive Emergency Management Plan.
 - b. Groups and individuals responding for hurricane operations will do so generally using procedures parallel to their normal day-to-day operations.
2. Operating Conditions Levels
 - a. Port Orange shall use **Operating Condition Levels (OPCONs)** as the overall tool for hurricane planning and response, thus facilitating the action of both emergency management and emergency response personnel. The OPCON levels for the city will trigger the activation level of the Port Orange Emergency Operations Center.
 - b. Due to the nature of hurricane planning and the need to facilitate and secure a possible beachside evacuation, traditional Levels must be modified for this plan. This modification helps to implement a coastal evacuation and shelter activations well before the system makes land-fall. Evacuation of appropriate areas called for by Volusia County must be complete prior to the arrival of tropical storm force winds. Therefore, the evacuation decision must be made in some instances days prior to landfall. Periodically, a tropical system will intensify rapidly; which will require flexibility in the transition between OPCONs.
 - c. To ensure that all activated personnel in the city are coordinated with their counterparts in Volusia County, the OPCON levels will be directly reflected by the level of the Emergency Operations Center

OPCON 5

June 1st is the first day of hurricane season. Port Orange will remain at OPCON 5, day-to-day operations, until the National Hurricane Center identifies a tropical system that places Port Orange within the five-day error cone. Review the CEMP and ESF responsibilities.

The EOC will be at LEVEL 3 at this stage

Emergency Management Division

- a) Daily monitor the National Hurricane Center, (NHC) Atlantic Graphical Tropical Weather outlook website.
- b) Monitor further development of NHC identified areas of possible tropical cyclone formation.
- c) Communicate internally with Port Orange Senior Staff.

All Departments

- a) Update contact information for staff.
- b) Encourage personal preparedness of staff.

OPCON 4

Once the National Hurricane Center identifies a tropical system that places Port Orange within the five-day error cone, the operating condition will move to OPCON 4. The primary events that will take place at this level are the notification of key personnel of the possible threat and initiation of preparatory activities.

The EOC will be at LEVEL 3 at this stage.

City Manager

- a) Update Port Orange Council on the actions being performed by county agencies and departments
- b) Support staff as needed.

Emergency Management

- a) Review the advisory package forecast data and Volusia County to determine projected timelines.
- b) Discuss and coordinate current situation and future actions with Senior Staff.
- c) Collect finalized emergency contact information from Department Heads.
- d) Discuss, coordinate and update on current situation and future actions with surrounding municipalities.
- e) Confirm with Parks and Recreation that any special events are subject to be rescheduled.
- f) Check scheduling and determine who is scheduled to use the EOC. Notify them that they are subject to be rescheduled.
- g) Take part in Volusia County Emergency Management conference briefings

ESF3 Public Works

- a) Ensure that any generator maintenance is completed and that gas tanks are full.
- b) Put contractors on notice.

ESF12 Public Utilities

- a) Ensure that any necessary maintenance for emergency equipment is completed.

ESF16 Law Enforcement

- a) Review evacuation procedures with staff and confer with surrounding municipalities.

All Departments

- a) Review emergency policies with staff and ensure that they are aware of the impending storm.

OPCON 3

Once Port Orange is in the three-day error cone, Port Orange will move to OPCON 3. The EOC will be activated at this level, either at a partial or full status. The primary events that will occur will include evacuation discussions, conducting pre-evacuation conferences, intelligence and information gathering, resource management and other preparatory activities.

The EOC will be at a LEVEL 2 at this stage

If a Tropical Storm is forecast OPCON 3 will be the maximum level achieved unless a higher level is determined to be necessary by the Incident Commander.

Advisory Team

- a) Discuss protective actions with City Manager and potential events.
- b) City Attorney to coordinate with City Council to prepare a draft “State of Emergency”.
- c) Preliminary discussion and evaluation of emergency ordinances.
- d) Coordinate with the Human Resources Director regarding canceling leave for all essential personnel and closure of government functions and facilities.
- e) Consider activation of outside contracts and evaluate the impact they will have.
- f) Sandbag determination.
- g) Establish when call center will be activated.

Emergency Management

- a) Recommend implementation of the EOP and Hurricane Annex.
- b) Assist with determining if partial or full activation of the EOC is required.
- c) Review the advisory package forecast data from NWS/NOAA and Volusia County. Determine projected evacuation timelines.
- d) Discuss, coordinate and update on current situation and future actions with local municipalities.

ESF1 Transportation

- a) Coordination with neighboring municipalities about potential evacuation and bridge closing.

ESF2 Communications

- a) Check all equipment in EOC for potential activation.
- b) Activate the EOC Call Center if needed

ESF3 Public Works

- a) Check the evacuation routes and verify that they are prepared for maximum traffic volume.
Report any problems that could affect an evacuation
- b) Ensure all critical vehicles and equipment are at a ready state.
- c) Place pumps and remove debris from drains and other infrastructure.
- d) Maintenance prepare for closure and securing of government buildings.

ESF5 Information and Planning

- a) Utilize HurrEvac and NWS/NOAA intelligence to develop and provide timely and accurate actionable intelligence.

ESF6 Mass Care

- a) Coordinate the potential opening of the YMCA hurricane shelter.
- b) Discuss with staff about the possible opening of day camp if a tropical storm is forecasted.

ESF7 Resource Support

- a) Maintain that all contracts are up-to-date

ESF12 Public Utilities

- a) Discuss hurricane protocol measures with staff.

ESF14 Public Information

- a) Establish talking points and reference material for the Call Center.
- b) Establish a call center schedule.
- c) Meet with the Crisis Communication Team to discuss social media campaign and other needed outreach material

ESF16 Law Enforcement

- a) Discuss security measures pre and post storm with staff
- b) Develop a security plan for evacuation zones.

OPCON 2

Once the YMCA shelter opening is initiated, an evacuation order is issued, or Volusia County is in a 24-hour cone of error the OPCON level will automatically move to OPCON 2. The EOC will be under full activation. At this level the hurricane evacuation shelter will be prepared for opening and local resources deployed to support the operation. Public notifications and press conferences will be coordinated.

The EOC will be at a LEVEL 2 at this stage and staff will be issued a report and/or callback time.

Advisory Team

- a) Prepare and issue “State of Emergency” and executive orders.
- b) Finalize decision on closure of government functions and facilities.
- c) Discuss current and future EOC operations.
- d) Discuss implementation of debris management contract.
- e) Establish shift change schedule.

Emergency Management

- a) Discuss and coordinate current situation and future actions with Volusia County.
- b) Discuss, coordinate and update on current situation and future actions with local municipalities.
- c) Begin the EOC Operational Period Schedule for Tropical Systems. (Attachment B)

ESF1 Transportation

- a) Implement evacuation procedures

ESF2 Communication

- a) Activate the Call Center Phone Lines

ESF3 Public Works

- a) Support the evacuation.
- b) Take appropriate actions to protect critical Port Orange facilities and infrastructure.

ESF4 Firefighting

- a) Coordinate the movement and/or protection of fire equipment and personnel during the storm’s impact.

ESF6 Mass Care

- a) Coordinate the opening of the hurricane evacuation shelter.
- b) Coordinate with the PIO for communication once the evacuation decision is announced.

ESF7 Resource Management

- a) Monitor the status resources within the City.
- b) Establish a procedure to track resource needs.

ESF8 Public Health

- a) Monitor the evacuations of hospital(s) and nursing homes, if applicable.

ESF11 Food and Water

- a) Deploy resources to the YMCA shelter.

ESF12 Public Utilities

- a) Stage all necessary resources to manage emergency response.

ESF16 Law Enforcement

- a) Position resources to manage the evacuation traffic. Resources must be in place prior to the start of the evacuation order.
- b) Begin monitoring traffic patterns and prepare to adjust resources, as appropriate

OPCON 1

The reporting time established by the Incident Commander will automatically advance Port Orange to OPCON 1. The focus areas leading up to the storm will be: continuing to support the evacuation, finalization of shelter activation, closure of facilities, and safeguarding of infrastructure.

The EOC will be at a Level 1 at this stage

Advisory Team

- a) Implement closure of county facilities, as appropriate.
- b) Reduce high profile and light weight emergency service response vehicles when sustained winds are 40 mph as conditions are too dangerous. Remove all emergency service response vehicles from the road when sustained winds are 60 mph as conditions are too dangerous.
- c) Ensure all staff is aware of report times
- d) Confirm that all ESFs have deployed and/or staged appropriate resources

Emergency Management

- a) Discuss and coordinate current situation and future actions with Volusia County.
- b) Discuss, coordinate and update on current situation and future actions with local municipalities.
- c) Work with PIO to coordinate Crisis Communications Team
- d) Continue with the EOC Operational Period Schedule for Tropical Systems.
(Attachment B)

ESF2 Communications

- a) Monitor the status of all communication systems. Coordinate for immediate repair or replacement following landfall.

ESF3 Public Works

- a) Complete actions to protect critical city facilities and infrastructure.
- b) Move and disperse equipment to safe areas, as required.
- c) Begin planning for debris management following impact.
- d) Monitor the evacuation and ensure traffic moves as rapidly as possible.
- e) Begin preparations for an immediate assessment for the road network following the storm's impact.
- f) Review the priority for assessing and clearing the roads. (Attachment E)

ESF4 Firefighting

- a) Move equipment to safe areas, as required.
- b) Develop a plan for post impact search and rescue of the impacted areas.

ESF6 Mass Care

- a) Monitor the status of the evacuation shelter.
- b) Document shelter occupancy level for shelter.
- c) Begin planning for the transition from hurricane evacuation shelters to post-impact shelters.

ESF7 Resource Support

- a) Maintain resource levels of ESFs and determine potential resource requests.

ESF8 Public Health

- a) Establish a line of communication with Halifax-Port Orange

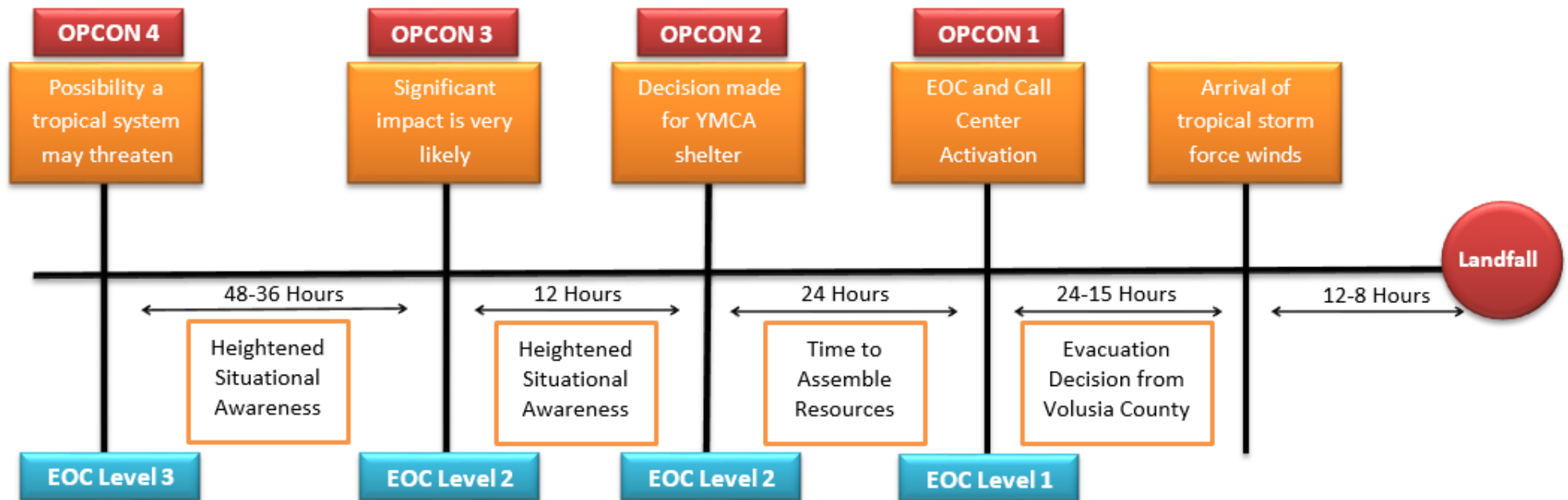
ESF16 Law Enforcement

- a) Monitor the evacuation routes and maintain maximum traffic flow.
- b) Review and plan to implement re-entry.
- c) Plan for post-impact security requirements.

ESF19 Damage Assessment

- a) Establish a plan for post-storm damage assessment that is coordinated and approved by the Risk Manager.

ATTACHMENT A: Port Orange Tropical Activity Timeline



ATTACHMENT B: EOC Operational Period Schedule for Tropical Systems

00:00	SITREPS due to Section Chiefs for Section SITREP completion.
00:30	Section SITREPS due to Planning Section for transmission to County.
01:00	EOC Situational Briefing – EOC Action Plan distributed.
02:00	
03:00	Informal SITREP Update
04:00	
05:00	Informal SITREP Update
05:30	SCEMD conference call
06:00	SITREPS due to Section Chiefs for Section SITREP completion.
06:30	Section SITREPS due to Planning Section for transmission to County.
07:00	EOC Situational Briefing – EOC Action Plan distributed.
08:00	EOC Situational Briefing to City Council Crisis Communications Team Meeting
09:00	Informal SITREP Update
10:30	Command Staff Meeting
11:00	Informal SITREP Update
11:30	
12:00	SITREPS due to Section Chiefs for Section SITREP completion.
12:30	Section SITREPS due to Planning Section for transmission to County.
13:00	EOC Situational Briefing – EOC Action Plan distributed.
14:00	Public Safety Meeting
15:00	Informal SITREP Update
16:00	
17:00	Planning Meeting
17:30	Section SITREPS due to Situation Analysis Unit Leader
18:00	SITREPS due to Section Chiefs for Section SITREP completion.
18:30	Section SITREPS due to Planning Section for transmission to County.
19:00	EOC Situational Briefing – EOC Action Plan distributed.
19:30	Emergency Advisory Team Meeting
20:00	
21:00	Informal SITREP Update
22:00	
23:00	Informal SITREP Update
24:00	

City of Port Orange Flood Zones

Legend:

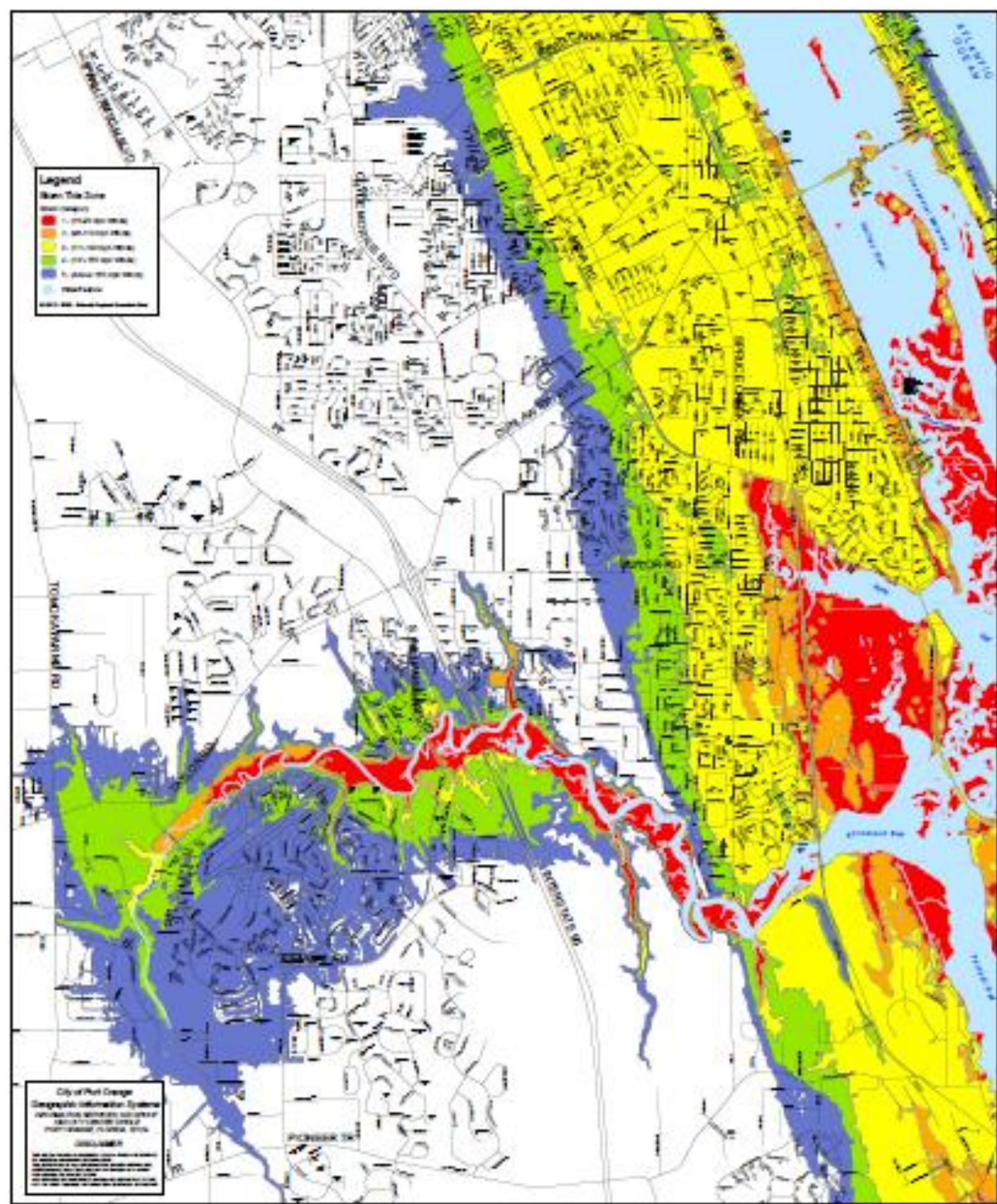
- 100-Year Flood Zone (Yellow)
- 500-Year Flood Zone (Orange)
- 1% Annual Chance Flood Zone (Blue)
- Other Flood Zones (Various colors)

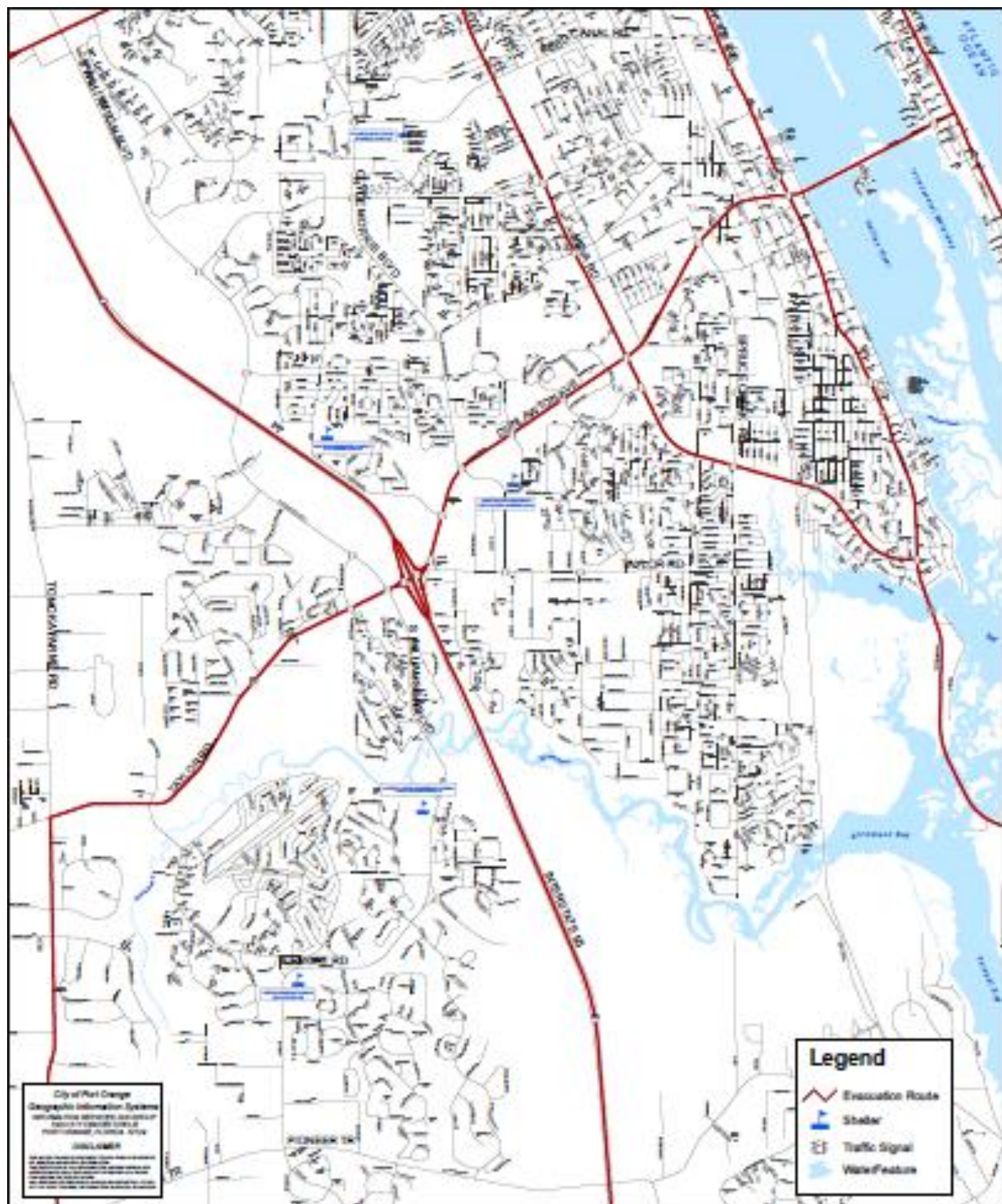
Scale: 1 inch = 1 mile

North Arrow

City of Port Orange
Geographic Information Systems
Department

2010-2011







VOLUSIA COUNTY FIRE CHIEFS ASSOCIATION



MODEL OPERATING GUIDELINE

GUIDE # 100-22	SUBJECT: Wildland Fires
DATE ISSUED: 3/23/2011	REVIEW DATE:

I. SCOPE

This standard presents fundamental information for successful control of wildland fires burning in natural and other vegetative fuels. Included is necessary and useful information on safety procedures, organization, operations, specialized clothing, equipment and apparatus response, and communications, as well as other topics essential for safe and successful operations.

II. APPLICATION

This standard applies to all personnel who work to control or suppress wildland fires and to incident commanders responsible for management of such fires.

III. DEFINITIONS

Anchor Point: An advantageous location, usually a barrier to fire spread, from which to start constructing a fire line. The anchor point is used to minimize the chance of being flanked by the fire while the line is being constructed.

Escape Route: A preplanned and understood route firefighters take to move to a safety zone or other low-risk area.

Safety Zone: A preplanned area of sufficient size and suitable location expected to protect fire personnel from known hazards without using fire shelters. Safety zones may also be constructed as integral parts of fuel breaks.

Wildfire Endangering a Structure: Any wildfire within 50' of a structure.

IV. PRE-FIRE PLANNING

Pre-planning is an essential part of emergency preparedness. Determining and directing an attack on a wildland fire depends on good pre-planning in order to realize a successful outcome.

A. **Division of Forestry Fire Weather Forecast:** A valuable pre-planning resource available to wildland firefighters is the Division of Forestry (DOF) Fire Weather Forecast. The Fire Weather Forecast, provided daily by the DOF District 10 office in Bunnell, is comprised of two (2) categories of information: anticipated weather conditions and anticipated fire conditions.

1. Weather

- a) Maximum temperature
- b) Minimum relative humidity

- c) Wind speed and direction
- d) Mixing height
- e) Keetch-Byram Drought Index (KBDI)
- f) Dispersion Index (a measure of atmospheric stability)
- g) Fire Weather Watch/Red Flag Warning

2. Fire Conditions

- a) Buildup Index
- b) Spread Index
- c) Fire Danger
- d) Fire Readiness Level
- e) Red Flag Fire Alert

3. NOTE: A Red Flag Warning and a Red Flag Fire Alert is not the same thing.

- a) The National Weather Service issues a Red Flag Warning routinely when particular elements of the forecast meet certain pre-defined thresholds.
- b) A Red Flag Fire Alert is issued less frequently by DOF and only when DOF managers and supervisors feel multiple elements of the fire environment are such that extreme fire conditions are a strong possibility.

B. Preparedness: Based on the (DOF) Fire Weather Forecast, firefighters should consider additional actions to prepare for wildland fire suppression activities. As the DOF Readiness Level increases, firefighters should consider the following:

- 1. Operational status of all wildland firefighting equipment
- 2. Use of early and aggressive attack
- 3. Additional staffing of suppression equipment/crews
- 4. Responding with additional resources (mutual aid)

V. WILDFIRE RESPONSE

- A. Three levels of wildfire response are employed: WF1, WF2 and WF3. Response levels shall be seasonally based, and alarm assignments adjusted, to reflect the type of fire behavior anticipated for a given season.
- B. A matrix incorporating the current season, drought conditions, fire weather forecast, and Division of Forestry (DOF) readiness, is used to set the wildfire response level for a given day. The following tables show the determining criteria for each wildfire response level and the dates when that criterion applies:

(See following page.)

Spring (Mar21 – Jun20)	WF 1	WF 2	WF3
KBDI (County Mean)	0-260	261-600	>600
Spread	Lo/Mod/Hi	Very Hi	Extreme
Buildup	Lo/Mod/Hi	Very Hi	Extreme
Dispersion	0-50	50-70	>70
DOF Fire Readiness Level	<3	3	>3
Red Flags	None	NWS Watch or Warning	DOF Red Flag Alert

Summer (Jun21 – Sep22)	WF 1	WF 2	WF3
KBDI (County Mean)	0-300	301-640	>640
Spread	Lo/Mod/Hi	Very Hi	Extreme
Buildup	Lo/Mod/Hi	Very Hi	Extreme
Dispersion	0-50	50-70	>70
DOF Fire Readiness Level	<3	3	>3
Red Flags	None	NWS Watch or Warning	DOF Red Flag Alert

Fall (Sep23 – Dec20)	WF 1	WF 2	WF3
KBDI (County Mean)	0-240	241-540	>540
Spread	Lo/Mod/Hi	Very Hi	Extreme
Buildup	Lo/Mod/Hi	Very Hi	Extreme
Dispersion	0-50	50-70	>70
DOF Fire Readiness Level	<3	3	>3
Red Flags	None	NWS Watch or Warning	DOF Red Flag Alert

Winter (Dec21 – Mar20)	WF 1	WF 2	WF3
KBDI (County Mean)	0-220	221-500	>500
Spread	Lo/Mod/Hi	Very Hi	Extreme
Buildup	Lo/Mod/Hi	Very Hi	Extreme
Dispersion	0-50	50-70	>70
DOF Fire Readiness Level	<3	3	>3
Red Flags	None	NWS Watch or Warning	DOF Red Flag Alert

- C. When five (5) or more criteria meet the indices in the green column, the response level is set at WF1. When two (2) or more criteria meet the indices listed in the yellow column, the response level is set at WF2. When two (2) or more criteria meet the indices listed in the red column, the response level is set at WF3.
1. Volusia County Fire Services (VCFS) will be the lead agency for setting the wildfire response level in Volusia County.
 2. Response levels are set for daytime and nighttime response.
 - a) Daytime: 0800 - 2000 hours
 - b) Nighttime: 2000 – 0800 hours
 3. As a general rule, the nighttime response level is one level lower than the daytime response level.
- D. The wildland fire response level, once established, will be broadcast by each agency's communications center to all listening units and stations.
1. Once VCFS sets the wildfire response level, the Volusia County Sheriff's Office Emergency Communications Center (SOFECC) will also announce the wildfire response level on VC WIDE1.
- E. Initial alarm assignments for each response level will consist, at a minimum, of the following kinds and number of apparatus:
- Rural/Interface*
1. Wildfire Level 1
1 Engine + 1 Brush + 1 Tender
 2. Wildfire Level 2
1 Engine + 2 Brush + 1 Tender + 1 Command
 3. Wildfire Level 3
2 Engine + 2 Brush + 1 Tender + 1 Command + 1 Ambulance
 4. Wildfire Endangering Structures
2 Engine + 2 Brush + 1 Tender + 1 Command + 1
- Urban*
5. Wildfire Level 1
1 Engine
 6. Wildfire Level 2
2 Engine + 1 Command
 7. Wildfire Level 3
3 Engine + 1 Command + 1 Ambulance
 8. Wildfire Endangering Structures
3 Engine + 1 Command + 1 Ambulance
- F. As soon as possible after the arrival of the first unit on scene, a determination should be made whether the incident is in a wildland-urban interface or if the incident is strictly wildland in nature.

1. If the fire is in the wildland-urban interface, subsequent alarms will duplicate the initial alarm assignment for a WF3 with the following exceptions:
 - a) WF1 2nd alarm will bring the balance of a WF3 assignment.
 - b) WF2 2nd alarm will bring the balance of a WF3 and a full WF3 assignment.
 - c) All greater alarms involving tender responses will include two (2) tenders
 - d) 2nd and 4th alarms will include two command officers
2. If the fire is a wildland-only incident, the incident commander (IC) will notify the communications center managing the alarm to change the nature to "Wildland Fire".
 - a) All subsequent alarms will consist of the following kinds and number of apparatus:
2 Brush Attack + 2 Brush + 2 Tender +1 Command
 - b) 2nd and 4th alarms will include two command officers

VI. SAFETY

A. PERSONNEL SAFETY

1. All personnel operating on a wildland fire incident should have a minimum level of training in wildland firefighting practices and the incident command system.
2. Minimum training includes: wildland fire behavior, NIMS compliant basic incident command, and fire shelter training. All firefighters should receive annual training in the use, proper care and inspection of fire shelters. Refer to Appendix A for recommended training compliance.
3. While responding to, or working on/near the fire line, the minimum recommended protective clothing to be worn includes: head protection, eye protection, gloves, boots, fire resistant trousers or pants, fire resistant shirt or jacket.
4. The following protective equipment should be readily available to all personnel engaged in firefighting activity and worn as appropriate: hearing protection, neck shroud, type II or III reflective vest (highway safety).
5. Fire shelters should be carried on the person or within arm's reach of each firefighter, including supervisors and command personnel, at all times while involved in suppression operations on or near the fire line.
 - a) Supervisors should ensure personnel without fire shelters are not assigned to locations on or near the fire line unless operating from or in proximity to a confirmed safety zone.
6. Structural firefighting protective clothing is not recommended to be worn during sustained wildland firefighting operations. However, when appropriate, full protective structural gear shall be readily available in the event fire conditions change rapidly.
7. Firefighters operating at a wildland fire incident shall observe the Watch Out Situations, Standard Fire Orders, and LCES.
8. Suppression operations shall not be deployed in front of an advancing head fire unless authorized by the Incident Commander such as in the case of small incipient fires. Brush engines should, whenever possible, operate in the burned area or on the flanks of the fire.

- a) Personnel or apparatus who find themselves operating in front of an advancing fire should do so from, or in proximity to, a confirmed safety zone or in a safe shelter deployment area approved by the officer in charge of those resources.
- 9. All engines and brush apparatus engaged in firefighting activity shall be staffed with a minimum of two personnel. Water tenders, tractor/plows, and dozers may be staffed with one.
- 10. Wildfire operations should consider implementing emergency incident rehabilitation provisions for all personnel working an incident.
- 11. A Personnel Accountability System should be implemented at all incidents.
- B. EQUIPMENT/APPARATUS SAFETY**
 - 1. All personnel shall ride in the cab of the vehicle in a seated and safety belted position unless operating within an approved outside cage during active suppression activities.
 - 2. Do not leave vehicles unattended in dry grass or other flammable vegetation.
 - 3. Roll up windows and leave keys in the ignition of a vehicle left unattended near the fire area. This applies to staff and support vehicles as well as suppression apparatus.
 - 4. While operating off-road, maintain a constant awareness of soil composition or conditions that would hamper mobility.
 - 5. Do not use brush engines to push over or plow through trees and heavy brush.
 - 6. Personnel should ride in an outside cage only for active suppression activities and should remain aware of surrounding hazards (stumps, ditches, low-clearance situations, etc.).
 - 7. Vehicles so equipped should operate with warning lights flashing and/or headlights/running lights on.
 - 8. Identify escape routes and safe zone(s) prior to attack.
 - 9. Carry and use colored flagging tape to mark safety zones, escape routes, and hazards.
 - 10. All apparatus should carry a Florida Incident Field Operations Guide (FOG manual).

VII. OPERATIONS AROUND UTILITY FACILITIES

- A. Maintain 50-foot clearance around electrical transmission lines.
- B. In the event of arcing, an explosion, flash or trip, clear the area immediately and prevent access by other suppression personnel operating in the area.
- C. Consider all downed lines to be "live", and maintain a distance of 1½ times the length of the downed wire.

VIII. INCIDENT COMMAND AND CONTROL

A. INCIDENT COMMAND SYSTEM

- 1. Every wildland fire incident will employ the National Inter-agency Incident Management System (NIMS) for the command and control of all resources assigned to that incident.

2. Each incident will have a designated Incident Commander (IC). In the event two (2) or more agencies/companies are working the same fire, Unified Command may be used.

B. INCIDENT COMMANDER RESPONSIBILITIES

1. The first arriving unit at a wildfire emergency shall establish command and provide the following information in the arrival report:
 - a) Size of the fire (an estimate, given in acres or fractions of acres involved).
 - b) Vegetative fuels (light, medium, heavy, terrain conditions)
 - c) Rate of spread (slow, moderate, rapid)
 - d) Potential (number of acres and/or improved property exposed, other problems)
2. The IC shall establish division/group assignments, as needed, using available resources. The IC may assign multi-agency resources to these division/group operations.
3. A Personnel Accountability System shall be utilized.
4. When required, the IC may use helicopters and/or fixed wing aircraft for assistance.
 - a) All state, regional, and local government agencies operating aircraft resources in the vicinity of an ongoing wildfire shall operate in compliance with the applicable State Wildfire Aviation Plan (See Appendix B, "Florida Division of Forestry Wildfire Air Operations Plan").
 - b) Coordination of all State and/or Federal controlled helicopters and/or air tankers for suppression efforts is the responsibility of the Division of Forestry; therefore, staffing of the Air Operations Branch Director in these situations shall be assigned to DOF personnel only.
 - c) If necessary for a helicopter to land as part of these operations, establish a suitable landing zone (LZ) including provision of the GPS coordinates for the LZ in a declared format (DMS-degrees/minutes/seconds or US National Grid System).
5. The IC should plot and update the fire size, location and progress as often as possible using maps or aerial photographs and information from the Planning Section when staffed.

C. TRANSFER OF COMMAND

1. Transfer of command may take place under one of the following situations:
 - a) A higher ranking or more qualified person arrives at the incident.
 - b) Jurisdictional authority for the incident changes.
 - c) Current IC needs relief for rest and recuperation.
2. Transfer of command shall take place through a face-to-face briefing whenever possible, and should be announced via the radio to assigned resources as well as monitoring communications/dispatch personnel.

D. SINGLE RESOURCE BOSS RESPONSIBILITIES

1. Single Resource Bosses shall:

- a) Ensure the safety and welfare of their crewmembers.
- b) Protect themselves and others in the hazardous task of firefighting through compliance with all safety standards, regulations and procedures.
- c) Keep their incident supervisor apprised of their unit/crew status.

IX. STRATEGY AND TACTICS

A. INCIDENT OBJECTIVES

1. Based on the initial size-up, the IC will develop incident objectives according to the following priorities:
 - a) Life Safety
 - b) Incident Stabilization
 - c) Property Conservation
 - d) Natural Resource Protection

B. STRATEGY

1. Based on incident objectives, the IC should select the appropriate strategy and deploy the appropriate resources.

C. TACTICS

1. There are two (2) basic methods of attacking a wildland fire, the direct attack and the indirect attack. In many situations, a combination of the two, applied to different areas, has proven the most effective in providing fire control.
2. Command must quickly develop a firefighting plan, and the plan must remain flexible throughout the incident.
3. Tactical Priorities
4. General guidelines for setting priorities for resource allocation during wildland fire events shall be:
 - a) Firefighter and public safety.
 - b) Protection of property (improvements) and resources
 - c) Structures currently being used or capable of being used with minimal repairs or modification.
 - d) Commercial assets, including timber and other unoccupied structures and equipment
 - e) Initial attack from an established anchor point.
 - f) Out of control fires and emerging potential fire problems.
 - g) On-going project or campaign fires (fires that are of a size or complexity to require the installation of incident management teams).
5. When allocating resources and setting priorities, the IC should make every effort to limit and control the fire before it reaches communities.
6. Rapidly spreading wildland fires often present numerous and complex exposure problems. The basic wildland fire tactical philosophy will be control the spread of the fire by the use of natural or artificial barriers.

7. Evaluate the probability of success with the available resources in order to properly allocate and utilize resources. This might take the form of a "triage" process, where incidents or sections can be categorized as follows:
 - a) Area will burn regardless of action (take no action)
 - b) Area will not burn regardless of action (take no action)
 - c) Area will burn unless action is taken (take action)
 - d) Wildland fire will burn safely to meet fuels management objectives (take limited action).
 8. The decision to conduct backfiring operations and/or to allow a fire to burn to meet fuel management objectives shall be made in cooperation with DOF personnel. All subsequent burning shall be supervised by certified burn managers and in cooperation with DOF personnel.
- D. In all instances, assign dispatched resources in such a manner as to ensure the kinds and types are appropriate for the incident. All suppression personnel should be well trained, equipped, and familiar with equipment, tactics, fuels, and terrains.

X. STANDARD RESOURCE OPERATIONS

A. ENGINES (STRUCTURAL) - TYPE I OR TYPE II

1. Locate on an improved road, at the head of the fire and assume a safe position from which to provide structure protection.
 - a) Responsibilities include:
 - (1) Exposure protection
 - (2) Water supply for brush trucks
 - (3) Mop-up of accessible areas (engines shall not be take off improved roads unless designated as off-road capable)
 - (4) Area Reconnaissance
2. Whenever possible engines and tenders should not be committed in such a way as to become inflexible to rapid reassignment of duties or location.

B. BRUSH ENGINES (BRUSH OR BRUSH ATTACK) - TYPE III, IV, V, VI, VII

1. Locate access to fire area, begin reconnaissance, and attack if warranted. First arriving brush engine should direct later arriving units to the best point of access.
 - a) Responsibilities include:
 - (1) Off-road operation in natural ground cover to directly apply hose streams.
 - (2) Reconnaissance
 - (3) Exposure protection
 - (4) Fire line and spotover patrols
 - (5) Lighting and control of backfires
 - (a) Use of backfire requires the direct approval of the IC and DOF personnel, and must be directly supervised by a Certified Prescribed Burn Manager.

(6) Mop-up

C. WATER TENDERS

1. If not required for structural protection, locate at a point easily accessible for brush engines, such as an intersection near the fire or an area that has burned up to the roadway leaving clear access for brush engines, and supply water for suppression operations.
 - a) Responsibilities include:
 - (1) Water supply for engines and brush engines
 - (2) Exposure protection
 - (3) Mop-up of accessible areas (Water tenders shall not be taken off improved roads unless designated as off-road capable).
2. Command shall establish the location of water tenders and other water supply sources and relay such information to all units operating at the incident.
3. Whenever possible, engines and tenders should not be committed in such a way as to become inflexible to rapid reassignment of duties or location.

D. TRACTOR-PLOW

1. Responsibilities include:
 - a) Initial attack
 - b) Perimeter control through fire line establishment
 - c) Control of spotovers.

E. DOZERS

1. Responsibilities include:
 - a) Improving plow lines to establish navigable access for wheeled apparatus.
 - b) Establish fire lines in heavy timber
 - c) Felling snags

XI. GAINING ACCESS

Chapter 590.02, Florida Statutes, permits personnel from the Division of forestry and other firefighting crews under its control and direction, to enter any lands for the purpose of preventing and suppressing fires. This includes cutting fences when necessary.

- A. Upon coming to a fence during the suppression of a fire, the firefighter should search the fence line for gates or places where the fence is already cut. If no immediate threat to exposures exists, personnel will attempt to make contact with a representative of the property before cutting any fence. Property representatives can often provide an alternative to cutting a fence.
- B. If necessary to gain access through a locked gate, check hinges to see if gate can lift up and swing aside.
- C. If a gate or opening cannot be located, the firefighter should attempt to obtain their incident supervisor's permission to cut the fence.
- D. If possible cut the link of chain nearest the padlock rather than cutting the padlock.

- E. Close all gates or other openings opened for access to a fenced area after the apparatus pass through. This may require temporary splicing of any cut fencing material.
- F. Anytime a fence is cut, it shall be recorded in the incident log, either by the IC or the dispatch center. The following information should be included:
 - 1. Date
 - 2. Time
 - 3. Location of cut
 - 4. Name of landowner (if available)
 - 5. Name of supervisor authorizing cut
- G. The engine or crew cutting the fence is responsible for notifying IC of all cut fences or gates.
- H. The IC is responsible to ensure all cut fences or gates are repaired, all locks secured and property owners notified of actions taken before terminating the incident.
- I. It is suggested that engines be equipped with a fence repair kit which includes at minimum:
 - 1. fence pliers
 - 2. wire staples
 - 3. assortment of nails
 - 4. 50' of heavy gauge wire
 - 5. fire line tape (to mark the cut area)
 - 6. bolt cutters (24" minimum)

Appendix A:

FFCA Wildland Fire Minimum Incident Qualifications (Personnel)

Course	Firefighter	Engine Leader	Strike Team Leader
S-130	X	X	X
S-190 or Florida Fire Behavior/Florida Fuels & Weather	X	X	X
S-215 or FOI		X	X
S-330			X
I-100	X		
I-200 or IS-195		X	X

Appendix B:

**FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES**

DIVISION OF FORESTRY

FLORIDA WILDFIRE AIR OPERATIONS PLAN

CONTENTS:

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Effective February 18, 2009

1. PURPOSE

This document is written to provide information and operational requirements pursuant to Florida Statue 590.02 (h), which states all state, regional, and local government agencies operating aircraft in the vicinity of an ongoing wildfire must operate in compliance with the applicable State Wildfire Aviation Plan.

The Division of Forestry is charged with the State wide responsibilities of suppressing wildfire. To accomplish this objective suppression aircraft, both fixed and rotor wing, are owned, leased, contracted and dispatched by the Division. Safety of fire suppression aircraft and ground resources is the number one priority in operating over and on a wildfire. This is only accomplished by all participating suppression and other emergency agencies that operate aircraft following appropriate operating protocols.

2. TACTICAL OPERATIONS:

On any given wildfire the Division of Forestry may have one or a combination of fixed winged and rotor winged aircraft. In order to maintain the level of safety required to perform the arduous and complex task of wildfire suppression it must be understood that all aircraft not coordinated by the Division of Forestry should remain away from the wildfire. Aircraft wishing to enter the airspace over a wildfire should contact the Division of Forestry for a status of aircraft on the wildfire and radio frequencies that must be used to contact suppression aircraft or ground resources at least 5 nautical miles from the wildfire.

On wildfires that the Division has not been called upon to take the initial suppression action, the initial attack agency may dispatch suppression aircraft controlled by them. The suppression agency must notify the Division that they have aircraft on the wildfire. This is necessary because the Division routinely flies smoke patrol and would have cause to fly any wildfire in any county. All aircraft will be coordinated by the Division of Forestry's Incident Commander and or the Unified Incident Commanders. This would include unmanned aerial vehicles.

The requirements of non-Division of Forestry aircraft to participate in wildland fire suppression are that they must have positive radio contact with DOF aircraft and DOF ground resources on pre-planned and approved radio frequencies and must follow the tactical and logistical direction of the Incident Commander (s), their designee, or DOF aircraft pilot. It should be understood that the Division may request an aircraft to vacate the scene of a wildland fire if deemed non-essential to the suppression efforts by the Division.

Non-suppression aircraft; reconnaissance, and non-essential aircraft must request approval from the Division of Forestry Incident Commander, Unified Incident Commanders or the Division of Forestry aircraft on the scene to enter the vicinity, (5 nautical miles from the center of the wildfire), of a wildfire being suppressed by the Division. This may be accomplished by contacting the Division Dispatch Center, Incident Commander, or DOF aircraft. News Media ships are requested to contact the Division on Air to Air or Air to Ground radio frequencies for coordination.

3. PRIORITIES

Division of Forestry suppression aircraft are considered State-wide resources. Close coordination with Division Dispatch Centers, Aircraft Operations Section, and the State Officer in Charge must be maintained to meet the following Dispatch Priorities:

1. Public and Firefighter Safety
2. Protection of Property, and High Value Natural Resources
3. Initial Attack
4. Emerging Potential Problem Wildfires
5. Large Wildfire Incident Support

4. AIRSPACE COORDINATION

Any Temporary Flight Restrictions or Notices to Airmen initiated by Division of Forestry will be managed by the Division. If another agency initiates the Temporary Flight Restriction or Notice to Airmen, the agency managing the TFR must notify the Division of Forestry Dispatch Center that they have requested a Temporary Flight Restriction or have requested a Notice to Airmen be issued concerning the wildfire. Management of that TFR will be the responsibility of the initiating agency in coordination with the Division of Forestry. Division of Forestry Dispatch Centers is requested to notify the Division's Air Tactical Coordinator at 850-228-7765 when a Temporary Flight Restriction or Notice to Airmen has been requested.

5. CONTACT DIRECTORY:

State Officer in Charge	850-488-6111
	Cell 850-566-2612
	Pager 877-353-7374
	Pin# 1638
 Brian McKee	850-488-1728
Aviation Manager	Cell 850-228-7764
 Robert Duty	352-793-5871
Air Tactical Coordinator	Cell 850-228-7765
 Dispatch Centers:	
Blackwater	850-957-6145
Escambia, Santa Rosa, Okaloosa Counties	
Chipola	850-547-7083
Bay, Calhoun, Gulf, Holmes, Jackson, Walton, Washington Counties	
Tallahassee	850-488-1871
Franklin, Gadsden, Jefferson, Leon, Liberty, Wakulla Counties	
Perry	850-838-2299
Dixie, Lafayette, Madison, Taylor Counties	
Suwannee	386-758-5700
Baker, Bradford, Columbia, Hamilton, Suwannee, Union Counties	
Jacksonville	904-266-5001
Clay, Duval, Nassau Counties	

Waccasassa Alachua, Gilchrist, Levy, Marion Putnam Counties	352-955-2005
Bunnell Flagler, St. Johns, Volusia Counties	386-446-6786
Withlacoochee Citrus, Hernando, Lake, Pasco, Sumter Counties	352-754-6757
Orlando Brevard, Orange, Osceola, Seminole Counties	407-856-6512
Lakeland Hillsborough, Pinellas, Polk Counties	863-648-3160
Myakka Charlotte, Desoto, Hardee, Manatee, Sarasota Counties	941-751-7627
Okeechobee Glades, Highlands, Indian River, Martin, Okeechobee, St. Lucie Counties	863-462-5160
Caloosahatchee Collier, Hendry, Lee Counties	239-690-3500
Everglades Broward, Dade, Monroe, Palm Beach Counties	954-475-4120

COMMUNICATIONS PLAN:

	RX AND TX
AIR TO AIR	122.925
AIR TO AIR (50 MILE RADIUS OF FT.MYERS)	118.775
AIR TO AIR (70 MILES RADIUS OF FLORIDA CITY)	135.800
DIVISION OF FORESTRY FLIGHT FOLLOWING	159.300
AIR TO GROUND	171.425
AIR TO GROUND	171.575
AIR TO GROUND	172.275
AIR TO GROUND	170.475
AIR GUARD	168.625
TACTICAL	151.235
TACTICAL	151.295
FIRE MUTUAL AID (RED)	154.265
FIRE MUTUAL AID (WHITE)	154.280
FIRE MUTUAL AIR (BLUE)	154.295

Cooperating agencies should contact your local Division of Forestry office and preplan what frequencies will be used for wildland fire suppression in their area.

Potable Water Operations Plan

Annex # 5

City of Port Orange

November 2020

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WATER CONTAMINATION OPERATIONS OVERVIEW

The City of Port Orange is susceptible to water management emergencies of varying causes and effects on Public Utility customers.

The City of Port Orange has various procedures/guidelines and safeguard capabilities in place to shifts the opportunity for a boil water notice.

The City of Port Orange is at risk of a potable water emergency due to low pressure, contamination of source water, supply/distribution water main break, pumping failure, poor water quality.

Results of a potable water emergency can range due to severity to include boil water advisories, risk to fire flow supply, contamination and related health hazards, and loss of life. Without a proper response, these events can prolong impacts to residents and businesses and lead to further hardships.

To minimize the impact of water contamination, an emergency operations plan has been developed to mitigate, prepare for, respond to, and recover from flooding incidents within the City of Port Orange.

This plan describes the operations for life-saving, incident containment, property protection, and environmental safety. Due to the complex nature of the event, these operations will require a coordinated command effort to synchronize efforts at all levels for both the City and external organizations.

SIGNATURE PAGE

This plan was developed in cooperation by departments, agencies and non-governmental organizations throughout the City of Port Orange. The following authorities that provide direction and support during emergency operation of this document hereby endorse it with their signature:

Lynn Stevens, Public Utilities Director
City of Port Orange

Shannon Ball, Emergency Management
City of Port Orange

Introduction

A. Purpose

The purpose of this plan is to define and describe emergency operations throughout all phases of a water contamination incident. This plan covers a number of pre-identified scenarios and the necessary steps to conduct emergency and non-emergency operations.

This annex is consistent with the National Response Framework and the National Incident Management System protocols and the Incident Command System conventions. Compliance with these standards is a policy of the City of Port Orange.

B. Mission

The mission of responding organizations will be to conduct appropriate response activities for a potable water emergency. The response priorities will be as follows:

1. Life safety
2. Containing the incident
3. Protecting property
4. Environmental Safety

Incident objectives will include monitoring the situation, conducting rescues as needed, providing shelter for evacuees, conducting debris removal, and ongoing recovery efforts.

C. Situations and Assumptions

Multiple scenarios can produce a potable water emergency including a reduction or loss of water source. The outcome and aftermath of the event is dependent on the cause of the potable water emergency whether that be a water main break or contamination incident. Like other agencies, Port Orange has the risk of a potable water emergency threat. Water Production has agreements with the cities of Daytona Beach and New Smyrna Beach to provide processed water to Port Orange through the connecting pipelines.

Integration of other agencies into the operations will require the use of a Unified Command System.

The Port Orange Emergency Operations Center (EOC) may be activated as center for operational coordination and resource management during events of severe potable water emergency.

During severe events critical infrastructure may be damaged or destroyed resulting in cascading events affecting other sectors, such as health care and industries such as manufacturing and restaurants.

D. Scope

The scope of this plan applies to all Emergency Support Functions that are activated with the event. This plan will also apply to other external organizations such as federal, state, and county agencies and Volunteer Organizations Assisting in Disasters who are active in the city. To provide a standard for organization and operations, the National Incident Management System (NIMS) will be the only system used to conduct the activities for incident response.

E. Authorities and References

- National Incident Management System (NIMS)
- National Response Framework (NRF)
- F.A.C. 62-555: <http://www.dep.state.fl.us/legal/rules/drinkingwater/62-555.pdf>
- F.A.C. 62-560: <http://www.dep.state.fl.us/legal/rules/drinkingwater/62-560.pdf>

Hazard Assessment

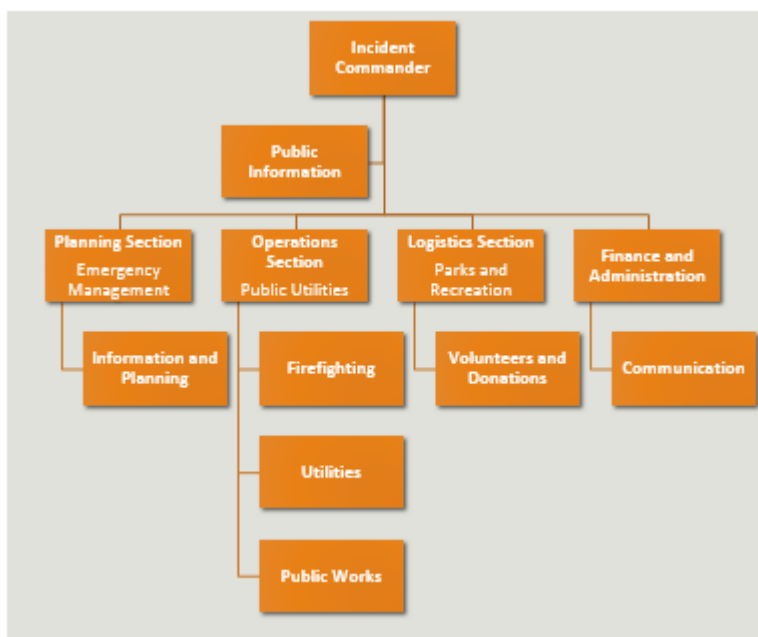
The City of Port Orange's Water System services approximately 68,000 customers within Port Orange service area to include Port Orange, Wilbur-by-the-Sea, Daytona Beach Shores, Ponce Inlet, and areas of unincorporated Volusia County through approximately 400 miles of waterline distribution system and 5.5 million gallons of total water storage. The Garnsey Water Treatment Plant is located on Wellfield Drive off Clyde Morris Boulevard and contains conventional lime softening facilities which processes water supplied by 40 deep water wells and has a design capacity of 15 million gallons a day.

The primary threat to potable water is when water pressure of the distribution system drops below 20 psi in an effected area which can create surges and drops in water pressure that can result in the potential of back-siphonage and cross-contamination of the water system. In preparedness of this possibility the city will issue a "Precautionary Boil Water Notice". This is an official public notification that is required by law, informing those affected to boil their water that is used for cooking or drinking for one to three minutes as a precautionary measure. During this time, Port Orange Public Utilities collects water samples in the affected area, and performs bacteriological tests to determine that the water is safe to drink. While the "Precautionary Boil Water Notice" is in effect, the water may be used for bathing and similar purposes. Events that may cause low pressure are water main breaks, high service pump failure or planned construction/repair of water lines. When these events occur, a "Precautionary Boil Water Notice" is issued as a precautionary measure and is in effect until bacteriological samples have been taken, analyzed and the results indicate that the water is safe to drink. After two consecutive days of bacteriological tests have passed, the "Rescinding of Precautionary Boil Water Notices" are distributed.

Other threats to potable water include contamination from chemical or nuclear particles, accidental and intentional. In the event that contamination of a known health hazard exists in the drinking water system, a "Mandatory Boil Water Notice" would be issues. This notice requires mass media coverage and would not be rescinded until the threat of contamination is over.

Roles and Responsibilities

The National Incident Management System (NIMS) is the designated organization and command process for emergency operations within the City. The Incident Command System (ICS) will be the process for establishing a chain of command and disseminating instructions. The EOC may be activated at the discretion of the Incident Commander, depending on the extent of the incident.



A. Finance and Administration (Section Chief: Finance Director)

The Finance and Administration Section will be activated in a primarily supportive role to assist with expenditure organization. ESF 2-Communications will be activated to the extent that they will enable all active personnel to have working equipment and will maintain equipment.

If the Incident Commander deems it appropriate, the Finance Department will be charged with creating a log to assist with keeping track of expenditures related to the event. There should be a customized tracking identifier for this event. This identifier should be communicated to all necessary personnel.

B. Logistics (Section Chief: Parks and Recreation Director)

The City of Port Orange will operate the logistics section primarily through the Parks and Recreation Department and will be supported by the Human Resources division, if needed. This will range from the organization of volunteers and donations to sheltering. The standard extent that the Logistics Section will be activated is normally minimal, but in an event effecting a wide

range of community members where items (i.e. bottles of water) are donated for dispersal by the city this section will coordinate the influx of donations.

C. Planning (Section Chief: Emergency Management Coordinator)

The Information and Planning Section may be activated by the Incident Commander primarily to work with the collection of information concerning the situation and too coordinate the efforts of the emergency operation as a whole. The Planning Section will also house the Public Information Officer.

The PIO will activate the Crisis Communications Team at the initial alert of a water contamination incident and the team will be activated throughout the entirety of the event, possibly after. If necessary, the Call Center will be activated. The staff scheduling will be established by the Team and personnel working in the call center will report to the EOC during their scheduled shifts. The activation of the call center will be coordinated with ESF 2. A section lead will be established on the schedule to oversee the call center at all times.

D. Operations (Section Chief: Public Utilities Director)

For potable water events the Public Utilities Department will play a primary role in the response and recovery phases of the event.

It is important that the Operations Section promptly communicates to the Crisis Communications Team about the incident so that they may properly disperse information to the public and external agencies, if needed.

The Fire Department will prepare engines as they do normally. In the event that there is a low or negative pressure within the water system, the Fire Department will coordinate a tender task force from area departments or the county to shuttle water to the fire scene. Water tenders carry an average of 2,000 gallons which can be pumped through to fire hoses. The Police Department will follow normal preparations.

Concept of Operations

The City of Port Orange Fire and Rescue Department (Emergency Management) will coordinate plan development and coordination of objective execution. The actual execution of incident objectives will be conducted by the assigned departments and/or emergency support functions.

A. Advisory Team

For the purpose of a potable water emergency, the established advisory team will be available to convene with the Incident Commander on decision making conversations throughout the extent of the event.

B. Direction and Control

The direction and control of incident will be conducted through the Incident Commander or his/her designee. The Incident Command will establish the strategic incident objectives, which will feed tactical objectives.

Emergency Plans will be activated by the Incident Commander or their designee. The activation of this plan will require the activation of the City Emergency Operations Center. Forward command elements will be established in operational areas per NIMS.

C. Incident Phases

Water emergencies will be managed by the phases of the incident. These phases will determine the actions necessary at those phases for prioritizing objectives, mobilizing or demobilizing assets, and preparations for the next incident phase.

Mitigation- This phase is the ongoing efforts to reduce the impact of (incidents) within the City. Mitigation efforts will include providing public information on preparedness, the maintenance of infrastructure within the city, and working with facility managers to establish resilient business measures. Mitigation efforts will include a continuous training program for the public and emergency personnel. This phase will also include the continuous effort by the Public Works and Community Development departments to elevate the ability of infrastructure within the community to weather the elements. Additional drainage tools and management of trees throughout the community will stifle storm and flooding impact. The Community Development department focuses on code enforcement of buildings and structures throughout the city which supports residents and business owners in their effort to eliminate fixable problems on their property.

Preparedness- This phase takes place in collaboration with the mitigation phase. The city will have established processes and policies in place to be ready in case of a water contamination incident. The city holds contracts with outside companies for water delivery (not to my knowledge) and may use available generators for lift stations when needed (this is potable water, not sure why we talk about lift stations.. Staff are trained in what to do in response to water contamination incidents and preventative measures.

Response- This phase will begin whenever it is possible to do so safely. The response by the city will be managed by the Incident Commander.

Recovery- This phase will begin as critical response operations are completed. In this phase, support services may be offered to residents and businesses. Damage assessments will be conducted with the repair and recovery of infrastructure, cost compilation, and liaising with external agencies, if needed.

D. Timeline Framework:

1. Contaminates Identified

a. Incident:

- i. When confirmatory samples indicate the presence of fecal, E. coli, or other waterborne pathogens a Mandatory Boil Water Notice (MBWN) must be issued as soon as possible but no later than 24 hours after the system learns of the result.
- ii. Florida Department of Environmental Protection (DEP) and Volusia County Department of Health must be contacted no later than the end of the day the system learns of result ([FAC 62-550.518\(10\)](#)).
- iii. Depending on the number of confirmatory samples indicating the presence of fecal, E. coli, or other waterborne pathogens, [public notice](#) may be required in accordance with Rule [62-560.410](#), Florida Administrative Code.

b. Post Incident:

i. To Rescind PBWN:

1. Three (3) repeat samples must be all clear of total coliform, fecal, E. coli, or other waterborne pathogens, and an adequate chlorine residual (>0.2 mg/L) must be maintained
 - a. Samples must be taken from:
 - i. 1 from the original location
 - ii. 1 each from 5 connections upstream and downstream

2. Water Distribution System with Zero or Negative Pressure:

a. Incident:

- i. A Precautionary Boil Water Notice (PBWN) should be issued immediately
- ii. ~~Suppliers of water may also contact the State Watch Office (SWO) at 800-320-0519 if the entire system has been affected or if sabotage is suspected.~~

b. Post Incident:

i. To Rescind PBWN:

1. Two consecutive days of bacteriological samples, representative of the affected areas, must be collected before the notice can be lifted.

3. Water Distribution System has Low Pressure (<20 psi but Greater than Zero)

a. Incident: this is the same as #2 above....

- i. A Precautionary Boil Water Notice (PBWN) should be issued immediately for the area(s) impacted by low pressure
 - b. Post Incident:
 - i. Even if a PBWN is not issued, two days of bacteriological samples should be collected (representative of the area affected) and adequate pressure should be restored as soon as possible.
- 4. Water Main Breaks:
 - a. Incident:
 - i. PBWN should be issued unless system can demonstrate that an outflow of water was maintained at all time (i.e. water mains repaired with clamping device while remaining full of pressurized water >20 psi).
 - ii. If the break can be isolated by valves, resulting in areas of zero pressure, a PBWN should be issued for those customers in the affected area
 - b. Post Incident:
 - i. After repairs, Main shall be disinfected in accordance with ANSI/AWWA C651 standards.
 - 1. Restore adequate disinfectant residual ($\geq 0.2\text{mg/L}$ - 4.0mg/L)
 - ii. Collect two (2) consecutive days of bacteriological samples upstream and downstream of the water break location.
- 5. Flooding of Wells:
 - a. Incident:
 - i. Collect 2 consecutive bacterial sample, leave the well out of service until the results are completed and reported to the Health Department.
 - b. Post Incident:
 - i. The well should be disinfected and the ten (10) sample well survey ~~is~~ completed.

Timeline for Water Boil Advisory

- 1. Public Notice
 - a. PBWN will be Hand delivered notices to effected areas (Residential and Businesses). In large areas under PBWN, electronic signs, social media, website, email/phone will be used to notice impacted areas.
 - b. MBWN will be handled in accordance with Chapter 62-560.410(1)(a)1, Florida Administrative Code (FAC) using Radio, Local Television News Outlets, Port Orange Government TV, City Website, social media, email/phone call list within 24 hours of incident or discovery of the incident.
 - c. Notices posted on public water sources such has drinking fountains and park sprinklers if impacted by either PBWN or MBWN

Plan Development and Maintenance

This plan will be developed and maintained by the City of Port Orange in conjunction with the cooperating agencies, departments and divisions. The plan will undergo development through After Action Reports from actual events or exercises.

Precautionary Boil Water Notice (PBWN) Procedures

A precautionary boil water advisory can be implemented in case of or possibility of water contamination from organisms like bacteria and parasites. In conjunction with guidelines set by the Center of Disease Control (CDC) the following information needs to be disseminated to the general public as well as businesses.

1. General Users

a. During a boil water advisory

- i. Do not consume tap water that has not been disinfected, ice or drink made from tap water that has not been disinfected, or raw foods rinsed with tap water that has not been disinfected
 - ii. Disinfect water by:
 1. Boiling at a rolling boil for at least one (1) minute
 2. Filtering through a reverse osmosis filter or a filter certified to remove *Cryptosporidium* under NSF International Standard #53 or #58 for either "cyst removal" or "cyst reduction."
 - a. Ultraviolet (UV) light treatment of water is not effective against parasites
 - iii. Safe alternatives source of potable water includes bottled, treated or distilled water
 - iv. Dishes and cooking ware:
 1. Sanitize dishes by washing in dishwasher machines that have a dry cycle or a final rinse that exceeds 113 degrees Fahrenheit for 20 minutes or 162 degree Fahrenheit for 1 minute.
 2. Hand washed dishes should be rinsed for one minute in a dilute bleach solution (1 tablespoon per gallon) and allowed to air dry
 - v. Use of laundry facilities and machines are safe to use
 - vi. Provide pets with boiled water after it is cooled
 - vii. *Cryptosporidium* (parasite) is not killed by alcohol gels and hand sanitizers. Soap and disinfected water are specifically recommended for preventing cryptosporidiosis.
- b. Post boil water advisory
- i. Flush household pipes/faucets:
 1. Follow directions of Public Works/ Utilities for specific community requirements
 - a. Information may be disseminated through radios, local news platforms, company website, etc.

2. General guideline:
 - a. Run cold water faucets for 3 minutes each if they have not been used in the last 24 hours
 3. Flush home automatic ice makers
 - a. Make three (3) batches of ice cubes and discard all three (3) batches
 4. Drain and refill your hot water heater if set at a low temperature (below 113 degrees Fahrenheit)
 5. Run water softeners through regeneration cycle
 6. Drain reservoirs in tall buildings
 7. Flush drinking fountains
 - a. Run continuously for 3 minutes
 8. Flush water coolers with direct water connections
 - a. Run continuously for 5 minutes
2. Hospitals, Clinics, Long-term Care Facilities, Nursing Homes, and Assisted Living Facilities
- a. During a boil water advisory:
 - i. Patients and employees should not consume tap water that has not been disinfected, ice or drinks made with tap water that has not been disinfected, or raw foods rinsed with tap water that has not been disinfected
 - ii. Disinfect water b:
 1. Boiling at a rolling boil for 1 minute
 2. Filter through a reverse osmosis filter
 - a. Ultraviolet (UV) light treatment of water is not effective against parasites
 - iii. Safe alternative sources of potable water include bottled, treated, or distilled water
 - iv. All employees with diarrheal illness should be regulated by standard rules of exclusion from work
 - v. Restrict burn patients and patients with open sores or wounds from whirlpool treatment
 - vi. Monitor patients closely for signs and symptoms of gastrointestinal illness
 - vii. Sanitize dishes by washing in dishwashing machines that have a dry cycle of a final rinse that exceeds 113 degree Fahrenheit for 20 minutes or 122 degree Fahrenheit for 1 minute
 - b. Post boil water advisory

- i. Re-start and flush and water using fixture or piece of equipment in accordance with the manufacturer's specifications. This may vary from fixture to fixture. Consult your facility's engineer and/or the manufacturer when re-starting the equipment.
- ii. Managers of large building with water-holding reservoirs should consult with their facility engineer and health department about draining the reservoir
- iii. Follow directions of Public Works/ Utilities for specific community requirements
 - 1. Information may be disseminated through radios, local news platforms, company website, etc.
- iv. Drain and refill your hot water heater if set at a low temperature (below 113 degrees Fahrenheit)
- v. Flush drinking fountains
 - 1. Run continuously for 3 minutes
- vi. Flush water coolers with direct water connections
 - 1. Run continuously for 5 minutes

3. Dental Offices

- a. During a boil water advisory:
 - i. Patients and employees should not rinse out their mouths or consume tap water that has not been disinfected.
 - ii. Only use disinfected, bottled, sterile or water treated as described below for all procedures.
 - iii. Disinfect water by
 - 1. boiling at a rolling boil for 1 minute
 - 2. Filter through a reverse osmosis filter
 - 3. Ultraviolet (UV) light treatment of water is not effective against parasites
 - iv. All employees with diarrheal illness should be regulated by standard rules of exclusion from work.
 - v. Turn off the tap water supply to high-speed hand pieces. Use water as described above in a closed system, or use a bulb syringe.
- b. Post boil water advisory:
 - i. Re-start and flush any water-using fixture or piece of equipment in accordance with the manufacturer's specifications. This may vary from fixture to fixture. Consult your facility's engineer and/or the manufacturer when re-starting the equipment.
 - ii. Managers of large buildings with water-holding reservoirs should consult with their facility engineer and local health department about draining the reservoir.

- iii. Follow directions of Public Works/ Utilities for specific community requirements
 - 1. Information may be disseminated through radios, local news platforms, company website, etc.
 - iv. Run water softeners through a regeneration cycle.
 - v. Drain and refill your hot water heater if set at a low temperature
 - 4. Commercial Establishments (Restaurants, Hotels, Convenience Stores, etc.)
 - a. During a boil water advisory:
 - i. Do not serve or consume tap water that has not been disinfected, ice or drinks made with tap water that has not been disinfected, or raw foods rinsed with tap water that has not been disinfected.
 - ii. Disinfect water by
 - 1. boiling at a rolling boil for 1 minute
 - 2. Filter through a reverse osmosis filter
 - a. Ultraviolet (UV) light treatment of water is not effective against parasites
 - iii. Safe alternative sources of potable water include bottled, treated or distilled water.
 - iv. Sanitize dishes and utensils
 - v. Coffee may be made in commercial coffee machines that are capable of achieving 170E F during the percolating or drip cycle.
 - b. Post boil water advisory:
 - i. Re-start and flush any water-using fixture or piece of equipment in accordance with the manufacturer's specifications. This may vary from fixture to fixture. Consult your facility=s engineer and/or the manufacturer when re-starting the equipment.
 - ii. Managers of large buildings with water-holding reservoirs should consult with their facility engineer and health department about draining the reservoir.
 - iii. Follow directions of Public Works/ Utilities for specific community requirements
 - 1. Information may be disseminated through radios, local news platforms, company website, etc.
 - iv. Backwash pool filters and change media or water.
 - v. Run water softeners through a regeneration cycle.
 - vi. Drain and refill your hot water heater if set at low (below 113 degrees Fahrenheit).

Sources of Bottled/ Distilled Water

- Source treated water from Daytona Beach (manually open valve) and/or from New Smyrna Beach (remote controlled valve)
- Local Suppliers:
 - Walmart Supercenter
 - 1590 Dunlawton Avenue Port Orange, FL 32127
 - 1101 Beville Road Daytona Beach, FL 32119
 - Neighborhood Walmart
 - 3811 Clyde Morris Boulevard, Port Orange, FL 32129
 - Target
 - 1771 Dunlawton Avenue, Port Orange, FL 32127
 - 2380 W International Speedway Boulevard, Daytona Beach, FL 32114
 - BJ's Wholesale Club
 - 1800 Dunlawton Avenue, Port Orange, FL 32127
 - Sam's Club
 - 1175 Beville Road, Daytona Beach, FL 32119
 - US Foods
 - 5424 S Williamson Blvd. Port Orange, FL 32119
 - Publix and other local grocery stores
- Local Bottling Plants
 - Crystal Spring
 - 184 Concept Court Daytona Beach, FL 32114
 - Coca Cola
 - 222 Fentress Boulevard Daytona Beach, FL 32114
 - Chose Rain
 - 1230 N. US Highway 1, Ormond Beach, FL 32174
 - H2O Depot/ Ed's Bottled Water
 - 1947 Guava Drive Edgewater, FL 32141
 - Blue Crystal Water
 - 502 N Kansas Avenue Deland, FL 32724

(DATE)

PRECAUTIONARY BOIL WATER NOTICE

TO: RESIDENTS OF (NAME OF CITY, TOWN, TRAILER PARK, SUBDIVISION OR COUNTY) LIVING IN THE AREA BOUNDED BY (STREET, AVENUE, CANAL OR OTHER DESCRIPTIVE BOUNDARY)

(BRIEF DESCRIPTION OF EVENT SUCH AS: BACTERIOLOGICAL ANALYSES OF SAMPLES OBTAINED FROM YOUR WATER DISTRIBUTION SYSTEM HAVE SHOWN POSSIBLE CONTAMINATION OF THE WATER, OR A WATER MAIN BREAK HAS OCCURRED AT OR A LOSS OF WATER PRESSURE HAS BEEN EXPERIENCED DUE TO).

THEREFORE, AS A PRECAUTION, WE ADVISE THAT ALL WATER USED FOR DRINKING, COOKING, MAKING ICE, BRUSHING TEETH, OR WASHING DISHES BE BOILED. A ROLLING BOIL OF ONE MINUTE IS SUFFICIENT. AS AN ALTERNATIVE BOTTLED WATER MAY BE USED.

(*WHERE THERE IS A LOSS OF POWER, DRINKING WATER UTILITIES SHOULD INCLUDE LANGUAGE OUTLINED IN PARAGRAPH IV D. OF THESE GUIDELINES DESCRIBING THE CHEMICAL DISINFECTION OF DRINKING WATER.)

THIS "PRECAUTIONARY BOIL WATER NOTICE" WILL REMAIN IN EFFECT UNTIL THE PROBLEM HAS BEEN CORRECTED AND A BACTERIOLOGICAL SURVEY SHOWS THAT THE WATER IS SAFE TO DRINK.

IF YOU HAVE ANY QUESTIONS YOU MAY CONTACT (NAME OF PERSON, AGENCY) AT (PHONE NUMBER).

(SIGNATURE)
(NAME, TITLE AND AGENCY OF
OFFICIAL ISSUING THE NOTICE)

(DATE)

RESCISSION OF PRECAUTIONARY BOIL WATER NOTICE

TO: RESIDENTS OF (NAME OF CITY, TOWN, TRAILER PARK, SUBDIVISION OR COUNTY) LIVING IN THE AREA BOUNDED BY (STREET, AVENUE, CANAL OR OTHER DESCRIPTIVE BOUNDARY)

THE (DATE) "PRECAUTIONARY BOIL WATER NOTICE" IS HEREBY RESCINDED FOLLOWING THE (ACTION TAKEN TO CORRECT THE PROBLEM) AND THE SATISFACTORY COMPLETION OF THE BACTERIOLOGICAL SURVEY SHOWING THAT THE WATER IS SAFE TO DRINK.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL (NAME, AGENCY) AT (PHONE NUMBER).

(SIGNATURE)
(NAME, TITLE AND AGENCY OF
OFFICIAL RESCINDING THE NOTICE)



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 12/1/2020

Consent item: No

SUBJECT: (D14) Resolution No. 20-68 - Authorization for Mayor and City Manager to sign TD Bank Signature Form

DEPARTMENT: Finance

GOAL: 5 - Fiscal Sustainability

RECOMMENDED MOTION: Move to approve Resolution No. 20-68.

SUMMARY: Resolution 13-8 authorized the former Mayor and City Manager to sign the Signature Cards for TD Bank. This form is now obsolete.

The City has a Certificate of Deposit with TD Bank for the Mitigation Bank Trust Fund, (Agreement UTD 2/28/07 TD Bank Trustee). We have renewed the CD, but TD Bank is asking for an updated resolution authorizing the current Mayor and City Manager to sign signature cards.

This Resolution provides this authorization. Upon approval, the City Clerk will attach the resolution to the appropriate TD Bank signature form.

Project No.: Funding Account No.:

Presenter: Scott Neils

ATTACHMENTS:

1.	Resolution No. 20-68 with exhibit	Reso No 20-68.pdf
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Robin Fenwick
Scott Neils
Matthew Jones
Alan Rosen
Robin Fenwick

Created/Initiated - 11/12/2020
Approved - 11/13/2020
Approved - 11/20/2020
Approved - 11/23/2020
Final Approval - 11/24/2020

RESOLUTION NO. 20-68

A RESOLUTION OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA; AUTHORIZING THE MAYOR AND CITY MANAGER TO ACT ON BEHALF OF THE CITY FOR TRANSACTIONS RELATING TO THE DEPOSIT ACCOUNT HELD BY TD BANK, N.A.; AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE ALL DOCUMENTS REQUIRED FOR SUCH PURPOSES; SUPERSEDING PRIOR RESOLUTIONS; PROVIDING FOR CONFLICTING RESOLUTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Port Orange currently maintains a deposit account with TD Bank, N.A. as required for the administration of the City of Port Orange Wetland Mitigation Bank; and

WHEREAS, the Mayor and City Manager both sign for transactions relating to the deposit account; and

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

Section 1: The City Council hereby authorizes the Mayor and the City Manager to act on behalf of the City of Port Orange for all transactions relating to the deposit account with TD Bank, N.A. as set forth in the bank resolution attached as Exhibit "A".

Section 2: The City Council hereby authorizes the person in the following positions to execute the signature cards and such other documents for the purposes set forth in this Resolution No. 20-68:

Mayor and
City Manager

Section 3: The persons in the positions set forth in Section 2 shall continue to have the indicated authority on behalf of the City until a successor assuming the role and duties of the position is hired by the City either in a temporary or permanent basis, or such time as the City passes a superseding Resolution.

Section 4: This Resolution shall supersede all prior resolutions pertaining to designation of signatory on signature cards and such other documents for the purposes set forth in in this Resolution 20-68.

Section 5: All resolutions or parts of resolutions in conflict with the

provisions of this resolution are hereby repealed to the extent of such conflict.

Section 6: If any provision of this resolution or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are declared severable.

Section 7. This Resolution shall become effective immediately upon adoption.

MAYOR DONALD O. BURNETTE

ATTEST:

Robin L. Fenwick, MMC, City Clerk

Adopted on the ____ day of _____, 2020.

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

EXHIBIT "A"

GOVERNMENTAL ENTITY CERTIFICATE OF RESOLUTION

(For Deposit Accounts)

Depositor (Name of Governmental Entity): City of Port Orange Finance Department Mitigation Bank Trust Fund AGMT UTD 2/28/07 TD Bank Tstee Address: 1000 City Center Circle Port Orange FL 32129 TIN: 59-6000412	Financial Institution: TD Bank, N.A 11000 Atrium Way Mt. Laurel, NJ 08054
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I HEREBY CERTIFY that I am the duly elected and qualified Authorized Governmental Agent and keeper of records for the Depositor (also referred to as "Governmental Entity") named above, that the following is a true and complete copy of a Resolution duly adopted at a meeting of the Governing Body of said Governmental Entity held on, or dated on _____, 20__ in accordance with the law and the by-laws of, or consent of, said Governmental Entity, and that my delivery of this Certificate of Resolution to Financial Institution certifies to Financial Institution that such Resolution is still in full force and effect.

I FURTHER CERTIFY that the name of the Depositor set forth above is the complete and correct name of the Governmental Entity and that the Governmental Entity is organized and existing under and by virtue of the laws of the State/Commonwealth/District of Florida, a Governmental Entity.

RESOLVED, that the Financial Institution named above, at any one or more of its offices or branches, be and it hereby is designated as a Financial Institution of and depository for the funds of this Governmental Entity, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies (including electronic orders) bearing the signature of, or as otherwise authorized by, any one (1) of the following officers, employees or agents of this Governmental Entity ("Agents"), whose actual signatures are shown below:

Title	Name	Signature
Mayor	Donald O. Burnette	
City Manager	Michael H. Johansson	

FURTHER RESOLVED, the Agents, whose names and signatures appear above, are hereby authorized to open and maintain a deposit account or accounts of the Governmental Entity with the Financial Institution, subject to the terms and conditions of the Business Deposit Account Agreement, as it may be amended from time to time (the "Account Agreement").

FURTHER RESOLVED, that the Financial Institution is hereby directed to accept and pay without further inquiry any item or payment order drawn against any of the Governmental Entity's accounts with the Financial Institution bearing the signature of or as otherwise authorized by any such Agents even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and the Financial Institution shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed, or payment order authorized, in accordance with the resolutions contained herein, or the application or disposition of such item or payment order or the proceeds of the item or payment order.

FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by this Governmental Entity for deposit with the Financial Institution, or for collection or discount by the Financial Institution, and to accept drafts and other items payable at the Financial Institution.

FURTHER RESOLVED, that the above named agents are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions or purposes for which funds, checks or items of the Governmental Entity may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions.

FURTHER RESOLVED, that the authority hereby conferred upon the above named Agents shall be and remains in full force and effect until written notice of the revocation thereof shall have been delivered to and received by the Financial Institution at the location where an account of the Governmental Entity is maintained and Financial Institution has had a reasonable period of time to act upon such notice.

I FURTHER CERTIFY that the persons named above occupy the positions set forth opposite their respective names and signatures; that the foregoing resolutions now stand of record on the books of the Governmental Entity; that they are in full force and effect and have not been modified in any manner whatsoever.

IN TESTIMONY WHEREOF, I have hereunto set my hand on _____ and attest that the signatures set opposite the names listed above are their genuine signatures.

CERTIFIED TO AND ATTESTED BY:

SEAL

X

Authorized Governmental Agent or Assistant Authorized Governmental Agent

(Title)

Note: In case the Authorized Governmental Agent or other certifying officer is designated by the foregoing resolutions as one of the signing officers, this certificate should also be signed by a second Officer or Director of the Governmental Entity and that the Financial Institution shall be and is authorized to honor and pay the same whether or not they are payable to bearer or to the individual order of any Agent or Agents signing the same.

Rev. 11/2014 | TD Bank, N.A.



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 12/1/2020

Consent item: Yes

SUBJECT: (D15) City Attorney's Report for Potential Special Legal Counsel during FY2021

DEPARTMENT: City Attorney

GOAL:

RECOMMENDED MOTION: Move to approve special legal counsel list for FY2021

SUMMARY: The City Attorney has reviewed the City of Port Orange proposed projects and goals for the coming year. In anticipation of the demand for Special Legal Counsel the City Attorney has planned for the various services that may be needed. The individual attorneys will only be utilized when required by the city's need for special legal expertise work or when the capacity of the current legal staff has been exceeded.

One or more of the listed firms as shown on the attached report may be engaged as Special Legal Counsel during FY2021 for the specified type of work. The legal work will be initiated, as needed. Estimated funding requirements have been appropriated in the FY 2021 budget.

Project No.: Funding Account No.:

Presenter:

ATTACHMENTS:

1.	CA Special Counsel FY21	[CA's Report on Special Cou].pdf
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Robin Fenwick
Matthew Jones
Alan Rosen
Robin Fenwick

Created/Initiated - 11/19/2020
Approved - 11/19/2020
Approved - 11/19/2020
Final Approval - 11/20/2020

CITY ATTORNEY SPECIAL LEGAL COUNSEL SERVICES FY2021

Allen Norton & Blue, P.A.

Personnel, labor and employment law involving labor contract negotiations, grievances and arbitrations, Fair Labor Standards, policy reviews and other similar matters.

Kinsey Vincent & Pyle, P.L.

Construction bond and contract litigation, American Institute of Architect Contract Licensing, and other complex litigation or prosecutorial matters.

Lewis Longman & Walker, P.A.

Pension Law for fire, police, general employees and other administrative and state regulatory matters.

Dean Ringers Morgan & Lawton, P.A.

Legal defense involving employment practices, policy development, personal injury, workers compensation, law enforcement liability and other general litigation coverage.

Walker Revels Greninger & Netcher, P.A.

Legal defense involving employment practices, policy development, personal injury, workers compensation, law enforcement liability and other general litigation coverage.

Doran Sims Wolfe & Ciocchetti

Real property escrow and litigation services.

Rutledge Ecenia, P.A.

Services related to State of Florida Licensing for alcoholic beverages related to the municipal golf course.

Bryant Miller Olive, P.A.

Impact fee, special assessments and other fee ordinance implementation or amendments; and public private partnership.

Gray Robinson, P.A.

Communications related services including development reviews, lease preparation and negotiations, and regulatory implementation and amendments.

David D. Fuller, Jr., P.A.

Special Magistrate for code enforcement, dangerous dog hearings, and other ordinance enforcement matters.

Korey, Sweet, McKinnon & Simpson

Real property escrow services.



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 12/1/2020

Consent item: No

SUBJECT: (E16) Fire Pension Board Appointment

DEPARTMENT: City Clerk

GOAL:

RECOMMENDED MOTION: Move to nominate one (1) member to the Fire Pension Board.

SUMMARY: Trustee Jim Reardon's term on the Fire Pension Plan will expire December 2020. He has expressed an interest in continuing to serve the City in this capacity.

The City Clerk has also received an application from James Dodge, Sr. who has expressed an interest in serving the City as a Trustee on this Board.

Both applications are attached for your review.

The new term is for four (4) years and will expire on December 31, 2024.

Project No.: Funding Account No.:

Presenter: Robin Fenwick

ATTACHMENTS:

1.	Reardon, Jim	Reardon, Jim updated.pdf
2.	Dodge, James	Dodge, James.pdf

Robin Fenwick
Alan Rosen

Created/Initiated - 11/17/2020
Final Approval - 11/17/2020

From: noreply@civicplus.com
To: [CityClerk](#)
Subject: [EXT] Online Form Submittal: Advisory Boards and Commissions Volunteer Application
Date: Sunday, November 22, 2020 12:48:48 PM

Advisory Boards and Commissions Volunteer Application

Step 1

Thank you for your interest in serving the City of Port Orange. Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration for your appointment.

Please choose the Board(s) / Commission(s) for which you wish to apply. If applying for more than one Board / Commission, indicate the order of preference in the space below the list.

Check the boards you wish to apply for *Field not completed.*

Pension Boards* Fire

Order of Preference *Field not completed.*

All of the above boards / commissions are subject to the "Sunshine Law"

** Members of these boards / commissions are required to file financial disclosures within 30 days of date of appointment.*

Personal Information

First Name James

Last Name Reardon

Date of Birth 4/7/1962

Telephone 386-295-1363

Email Address jim.reardon@edwardjones.com

Business Telephone 386-767-1132

Are you a registered voter in Port Orange? Yes

Address 1915 Creekwater Blvd

Port Orange, FL 32128

City Council District

3

How long have you
been a resident of Port
Orange?

18 years

Are you currently
serving on a City
Board?

Yes

If yes, when and which
board?

September 19, 2006, Fire Pension Board

References

Please list three references (business and / or personal)

Reference 1

Marilyn Ford
4876 Halifax Drive, Port Orange, FL 32127
386-672-0044

Reference 2

Mark Wagner
823 Dunlawton Ave, Suite B, Port Orange, FL 32127
386-760-5442

Reference 3

Mary Martin
12 Woodlake Dr, Port Orange, FL 32129
386-788-1899

Education

High School

Rosary High School

Date Graduated High
School

5/23/1980

College

Washington University

Date Graduated
College

5/8/1992

Degree

Masters in Business Administration

Additional Information

Work Experience

Financial Advisor with Edward Jones since 2002 (Regional
Leader since 2018)
Engineer & Engineering Manager with The Boeing Company
1985-2002

Interests / Activities	travel, marathon running, hiking
Community Involvement	Board of Directors, Port Orange Fire Pension Board since 2006 (currently Chairman) Port Orange/South Daytona Chamber of Commerce since 2002
Why do you desire to serve on these boards?	I would like to contribute my financial and management expertise to make Port Orange an even better city to live in.
Resume / Additional Information	<i>Field not completed.</i>

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

Type your name to sign James P Reardon III

Date 11/22/2020

Note: If you have questions concerning the duties and responsibilities of any of the above Boards / Commissions, please contact the City Clerk's Office at 386-506-5563.

Email not displaying correctly? [View it in your browser.](#)

Field, Shelby

From: noreply@civicplus.com
Sent: Sunday, March 8, 2020 6:44 PM
To: CityClerk
Subject: [EXT] Online Form Submittal: Advisory Boards and Commissions Volunteer Application

Advisory Boards and Commissions Volunteer Application

Step 1

Thank you for your interest in serving the City of Port Orange. Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration for your appointment.

Please choose the Board(s) / Commission(s) for which you wish to apply. If applying for more than one Board / Commission, indicate the order of preference in the space below the list.

Check the boards you wish to apply for	Civil Service Board
--	---------------------

Pension Boards*	Fire, Police
-----------------	--------------

Order of Preference	Civil Service Board Fire or Police Pension Boards
---------------------	--

All of the above boards / commissions are subject to the "Sunshine Law"

** Members of these boards / commissions are required to file financial disclosures within 30 days of date of appointment.*

Personal Information

First Name	James
------------	-------

Last Name	Dodge Sr.
-----------	-----------

Date of Birth	9/23/1962
---------------	-----------

Telephone	786-401-3473
-----------	--------------

Email Address	jxdodgesr@yahoo.com
---------------	---------------------

Business Telephone	386-788-8890
--------------------	--------------

Are you a registered voter in Port Orange?	Yes
Address	363 Sagewood Drive
City Council District	District 4
How long have you been a resident of Port Orange?	14 years
Are you currently serving on a City Board?	No
If yes, when and which board?	<i>Field not completed.</i>

References

Please list three references (business and / or personal)

Reference 1	Eric Sheridan c/o Waste Pro 925 S. Clyde Morris Blvd. Daytona Beach 386-788-8890
Reference 2	Kenneth Deforest c/o Waste Pro 925 S> Clyde Morris Blvd. Daytona Beach 386-788-8890
Reference 3	Deb Black, Assistant Chief Belmont Fire Dept. 14 Gilmanton Rd. Belmont, NH 03220 603-267-8333

Education

High School	Con-Val Regional High School
Date Graduated High School	6/21/1980
College	<i>Field not completed.</i>
Date Graduated College	<i>Field not completed.</i>
Degree	<i>Field not completed.</i>

Additional Information

Work Experience	20+ Years Public Safety in New Hampshire 14 Years in Fleet Maintenance in Florida including 7+ at current job (Waste Pro)
Interests / Activities	Dirt Track Racing / College Football / Networking with Friends and Neighbors / Bass Player

Community Involvement	Several Years as a Volunteer (On Call) Firefighter / EMS Provider as well as Full Time Public Safety. Was Staff Instructor for NH Fire Academy
Why do you desire to serve on these boards?	I feel I have a lot of experience and insight I can offer, I truly believe we have a great City with great employee's and would like to be involved in keeping our City the best place to Live and Work
Resume / Additional Information	<i>Field not completed.</i>
<i>I understand the responsibilities associated with being a board member, and I have adequate time to serve if appointed.</i>	
Type your name to sign	James X> Dodge Sr.
Date	3/8/2020
<i>Note: If you have questions concerning the duties and responsibilities of any of the above Boards / Commissions, please contact the City Clerk's Office at 386-506-5563.</i>	

Email not displaying correctly? [View it in your browser.](#)



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 12/1/2020

Consent item: No

SUBJECT: (H18) Second Reading - Ordinance No. 2020-34 - 20-2 Large Scale Future Land Use Amendment/3835 Clyde Morris Boulevard (Osprey Point Apartments)

DEPARTMENT: Community Development

GOAL:

RECOMMENDED MOTION: Move to approve Ordinance No. 2020-34, to change the Future Land Use designation of approximately 35 acres from *Office/Residential Transition* and *Commercial* to *Urban High Density Residential* (8-16 units/acre), and transmittal to the required review agencies for review.

SUMMARY: Planning Commission Action (09/24/20): Recommended Approval

Jeffrey Brock, applicant on behalf of the property owner, Palmetto Point, LLP, requests to amend the Future Land Use (FLU) designations for ±35 acres from *Office/Residential Transition* and *Commercial* to *Urban High Density Residential* (8-16 units/acre). The subject property is located along Clyde Morris Boulevard, south of Madeline Avenue, and east of Bruner Road. If approved, the applicant intends to rezone the subject property to the Moderate Density Multi-Family Residential District (R-3M) and submit a site plan for the development of a 384-unit multi-family complex.

The subject property was part of the ±52.73 acre The Palms PUD approved in 2007 which allowed for the development of 451 multi-family units and 187,000 square feet of commercial uses. The MDA for the previously approved The Palms PUD, expired in 2009 and the property remained vacant. In 2015, ±17.72 acres of the original The Palms PUD were rezoned to the Palmetto Pointe Planned Commercial Development (PCD) and was developed with a commercial development (Walmart Neighborhood Market).

The applicant's development application request to change the Future Land Use designation on the subject property does not affect the Comprehensive Plan regarding the extension of Bruner Road from its current southern terminus to Clyde Morris Boulevard. If the FLU application is approved, Staff has discussed with Volusia County and the potential developer about maintaining the right-of-way for the possible extension of Bruner Road in the future, but not constructing Bruner Road from its terminus to Clyde Morris Boulevard as part of developing the subject property.

According to the Infrastructure Impact Analysis in the staff report, the amendment results in a net decrease in impacts to public infrastructure, except for recreation and open space. All public facilities have adequate capacity to accommodate the proposed

amendment.

The proposed FLU amendment is generally consistent with the pertinent Goals, Objectives, and Policies of the City's Comprehensive Plan. The proposed FLU category is compatible with adjacent parcels and the proposed multi-family use provides a transitional use between the more intense commercial development and the existing single-family homes across Bruner Road. The proposed land use category meets the locational criteria for the *Urban High Density Residential* designation of being located adjacent to a commercial node, along an arterial roadway.

However, the proposed amendment is not consistent with a policy in the Comprehensive Plan regarding the retention of the existing commercial acreage already designated on the FLU map. The 35-acre amendment would result in a net decrease of a ±8.82 acres of land within the City designated for commercial. If approved, the ±8.82 acres would change from a commercial use to a residential use. However, there would still be approximately 40 acres of commercial land at the Clyde Morris Blvd./Madeline Ave. commercial node and of the 40 remaining acres of commercial land, ±18-acres remains vacant and can be developed with commercial uses. There are multiple options for commercial development within the Clyde Morris Blvd./Madeline Ave. commercial node as there is still vacant commercial land and tenant spaces at built shopping centers. The additional residential units to this area could encourage further development of the existing commercial land, outparcels and leasing of existing commercial space at the Clyde Morris Blvd./Madeline Ave. commercial node.

As part of any future site development, site plans and/or building permits will be required to be submitted for staff review to verify all LDC and Florida Building Code requirements are met, such as landscape buffers, parking, building setbacks, tree preservation, and infrastructure, to ensure compatibility with adjoining properties, and that adequate public facilities and services are available.

The staff report is attached for more information.

Project No.: Funding Account No.:

Presenter: Penelope Cruz

ATTACHMENTS:

1.	Ordinance No. 2020-34 with exhibit	Ord 2020-34.pdf
2.	Staff Report - 20-2 CPA Osprey Pointe Apts	Staff Report - 20-2 CPA Osprey Pointe Apts.pdf

Penelope Cruz
Robin Fenwick

Created/Initiated - 11/13/2020
Final Approval - 11/16/2020

ORDINANCE NO. 2020-34

AN ORDINANCE OF THE CITY OF PORT ORANGE,
VOLUSIA COUNTY, FLORIDA, RELATING TO
COMPREHENSIVE PLANNING; AMENDING THE FUTURE
LAND USE MAP OF THE COMPREHENSIVE PLAN;
AMENDING THE FUTURE LAND USE DESIGNATION FOR
±35 ACRES FROM OFFICE/RESIDENTIAL TRANSITION
AND COMMERCIAL TO URBAN HIGH DENSITY
RESIDENTIAL (8-16 UNITS/ACRE) FOR PROPERTY
GENERALLY LOCATED ALONG CLYDE MORRIS
BOULEVARD, SOUTH OF MADELINE AVENUE, BETWEEN
CLYDE MORRIS BOULEVARD AND BRUNER ROAD;
PROVIDING FOR CONFLICTING ORDINANCES,
SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, after careful review and a public hearing, the Planning Commission, sitting as the Local Planning Agency, has forwarded a recommendation to the City Council regarding this proposed amendment to the Comprehensive Plan for the City of Port Orange; and

WHEREAS, the City Council of the City of Port Orange has provided an opportunity to receive comments and proposals from the general public and held at two public hearings with regard to the proposed amendment to the Comprehensive Plan; and

WHEREAS, the amendment to the Comprehensive Plan shall be submitted to the Volusia Growth Management Commission for a determination of consistency in accordance with Section 202.3 of the Charter of Volusia County, Florida; and

WHEREAS, the City Council hereby declares that the purpose and intent of the proposed amendment to the Comprehensive Plan is to guide future growth and development; encourage the most appropriate use of land, water, and other resources,

consistent with the public interest; promote and protect the public health, safety, comfort, good order, appearance, convenience, aesthetics, and general welfare; prevent the overcrowding of land and avoid undue concentration of population; provide adequate and efficient transportation, water, sewage, drainage, fire protection, parks, recreational facilities, housing, and other services, facilities and resources; and conserve and protect natural resources within the City, while protecting private property rights; and

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

Section 1. For purposes herein, the term “Comprehensive Plan”, shall mean the Comprehensive Plan for the City of Port Orange, consisting of the two (2) volumes entitled “Comprehensive Plan City of Port Orange 2010-2025”, including Binder No. 1, consisting of ten (10) elements, including Future Land Use and Future Land Use Map; Transportation; Housing; Public Facilities; Public Schools Facilities; Coastal Zone Management; Conservation; Recreation and Open Space; Intergovernmental Coordination; and Capital Improvements, all as adopted by Ordinance No. 1999-43, as subsequently amended by Ordinances No. 1999-46, 1999-56, 1999-57, 2000-1, 2000-8, 2000-13, 2000-25, 2000-29, 2000-41, 2001-2, 2001-21, 2001-26, 2001-28, 2001-75, 2001-76, 2001-89, 2002-7, 2002-20, 2003-3, 2003-1, 2003-22, 2003-39, 2004-34, 2004-39, 2005-1, 2005-3, 2005-13, 2005-15, 2005-25, 2005-27, 2005-30, 2005-31, 2005-49, 2006-9, 2006-16, 2006-24, 2006-41, 2006-51, 2006-53, 2007-4, 2007-14, 2007-30, 2007-48, 2007-55, 2007-57, 2007-60, 2007-61, 2008-2, 2008-8, 2008-9, 2008-12, 2008-16, 2008-19, 2008-36, 2009-3, 2009-19, 2009-20, 2010-14, 2010-20, 2010-30, 2011-24, 2011-34, 2012-8, 2012-24, 2012-30, 2013-20, 2013-25, 2014-31, 2014-32, 2015-42, 2015-44, 2016-6, 2016-20, 2016-24, 2016-26, 2017-4, 2017-33, 2018-10, 2018-15, 2018-

18, 2018-20, 2018-30, 2018-36, 2019-11, 2019-21, 2019-23, 2019-33, 2019-41, 2020-2, 2020-5, 2020-11, 2020-14, 2020-22, and this ordinance.

Section 2. The City Council hereby adopts and amends the Comprehensive Plan City of Port Orange 2010-2025, Future Land Use Map, attached hereto as **Exhibit “A”**, and incorporated herein by this reference.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

Section 4. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared severable.

Section 5. The effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days after the state land planning agency notifies the local government that the plan amendment package is complete. If timely challenged, this amendment shall become effective on the date the state land planning agency or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amend may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the state land planning agency. The City Clerk shall note the effective hereon in the place provided below.

MAYOR DONALD O. BURNETTE

ATTEST:

Robin L. Fenwick, MMC, City Clerk

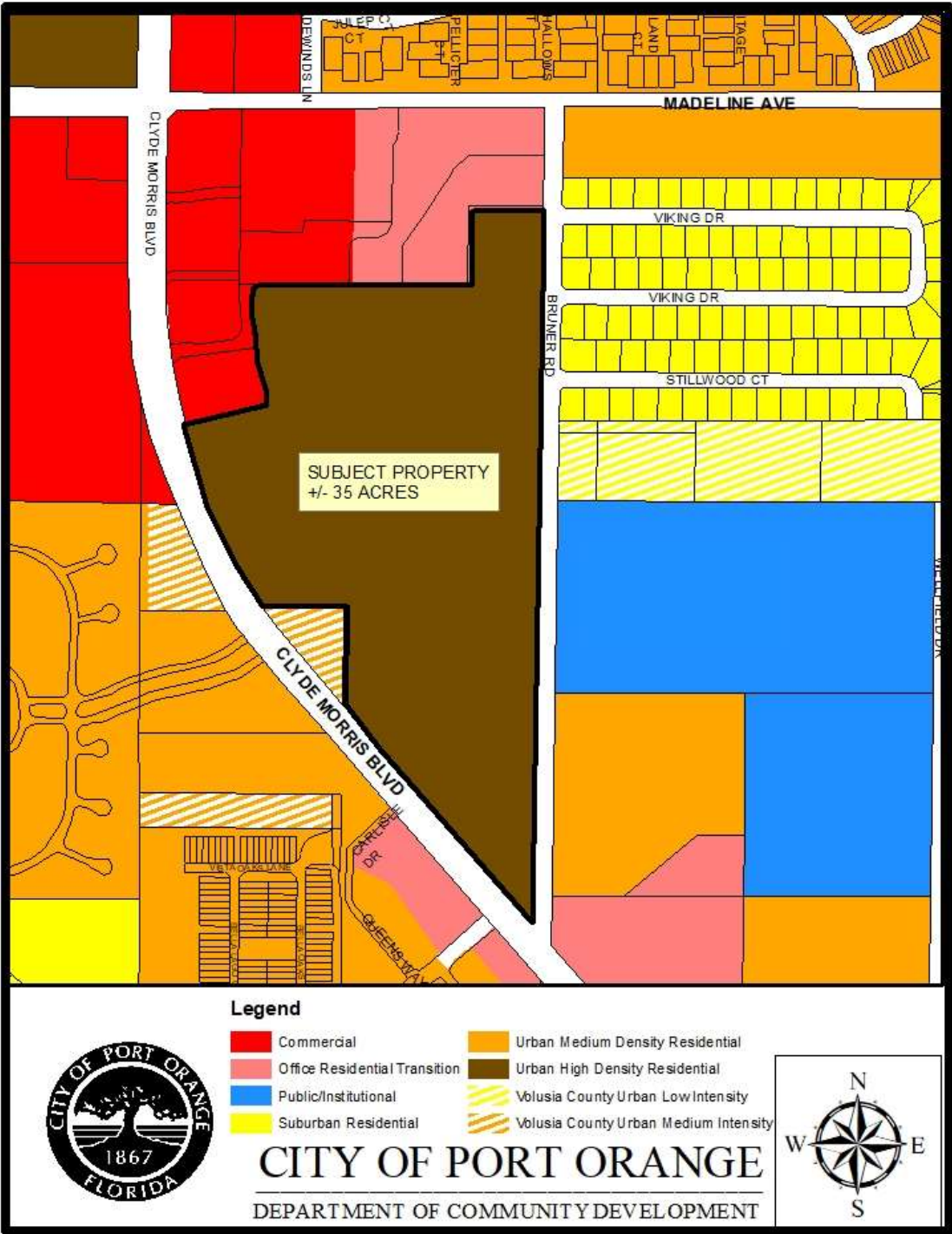
Passed on first reading on the day of

Passed and adopted on second and final reading on the day of

Reviewed and Approved: _____
Shannon K. Balmer, Assistant City Attorney

EXHIBIT "A"

EXHIBIT





STAFF REPORT

20-2 Large-Scale Comprehensive Plan Amendment/
Osprey Pointe Apartments
CASE NO. 20-20000002

REQUEST:	Amend the Comprehensive Plan Future Land Use (FLU) Map to change the FLU for ±35 acres from <i>Office/Residential Transition</i> and <i>Commercial</i> to <i>Urban High Density Residential</i> (8-16 units/acre).
LOCATION:	3835 Clyde Morris Blvd. (Figure 1 – Location Map)
APPLICANT:	Jeffrey Brock, Smith Bigman Brock, P.A.
OWNER:	Palmetto Pointe, LLP
STAFF CONTACT:	Penelope Cruz, Planning Manager, (386)506-5671
STAFF RECOMMENDATION:	Approval
PLANNING COMMISSION:	Recommended Approval (September 24, 2020)
CITY COUNCIL:	October 20, 2020

INTRODUCTION

Jeffrey Brock, applicant on behalf of the property owner, Palmetto Point, LLP, requests to amend the Future Land Use (FLU) designations for ±35 acres from *Office/Residential Transition* and *Commercial* to *Urban High Density Residential* (8-16 units/acre). The subject property is located along Clyde Morris Boulevard, south of Madeline Avenue, and east of Bruner Road. If approved, the applicant intends to rezone the subject property to the Moderate Density Multi-Family Residential District (R-3M) and submit a site plan for the development of a 384-unit multi-family complex.

Figure 1. Location Map



Map created by the City of Port Orange Community Development Department

The applicant's development application requests to change the FLU designation on the subject property does not include a change to the City's Comprehensive Plan regarding extension of Brunner Road from its terminus to Clyde Morris Boulevard. If the development application is approved, staff has discussed with Volusia County and the potential developer about maintaining the right-of-way for the possible extension of Bruner Road in the future as shown in the current City's Comprehensive Plan and NOT constructing Brunner Road from its terminus to Clyde Morris Boulevard. If the development applications are approved, maintaining the ability to construct Bruner Road in the future would maintain consistency with the City's Comprehensive Plan.

The subject property currently has Future Land Use (FLU) designations of *Office/Residential Transition* and *Commercial* and is zoned Planned Unit Development (PUD) without a Master Development Agreement (MDA). The subject property was part of the ±52.73 acre The Palms PUD approved in 2007 and allowed for the development of 451 multi-family units and 187,000 square feet of commercial uses. The MDA for The Palms, the previously approved PUD, expired in 2009 and the property remained vacant. In 2015, ±17.72 acres of the original The Palms PUD were rezoned to the Palmetto Pointe Planned Commercial Development (PCD) and was developed with a commercial development (Walmart Neighborhood Market).

DISCUSSION

The following discussion examines the proposed amendment, impacts of the proposed amendment, and existing environmental conditions.

PROPERTY OVERVIEW

The subject parcel is currently vacant. The surrounding existing land uses, Future Land Use designations, and Zoning classifications are identified below in Table 1.

Table 1. Surrounding Land Uses and Zoning

Direction	Existing Land Use	FLU Designation	Zoning District
North	Commercial	Commercial; Office/Residential Transition	Palmetto Pointe Planned Commercial Development (PCD)
South	Clyde Morris Blvd.; mobile home park	Urban Medium Density Residential; Office/Residential Transition	Residential Mobile Home (RMH)
East	Brunner Road; Single-family; City owned land; Police Department	Urban Medium Density Residential; Suburban Residential; Office/Residential Transition	R-8SF Single Family Residential; Volusia County MH- 1; R-3L Multi-Family Residential; Government/Public Use (GPU)
West	Clyde Morris Blvd.; vacant commercial; mobile home park	Commercial; Urban Medium Density Residential	Palmetto Point PCD; Groves PCD; Colony in the Wood Planned Unit Development (PUD); Residential Mobile Home (RMH)

The current FLU designations for the subject property and adjacent properties and the proposed FLU designation for the subject property is identified in Figure 2. The current zoning classification of the subject property and adjacent properties and the proposed zoning classification of the subject property are identified in Figure 3.

Figure 2. Current and Proposed FLU Map

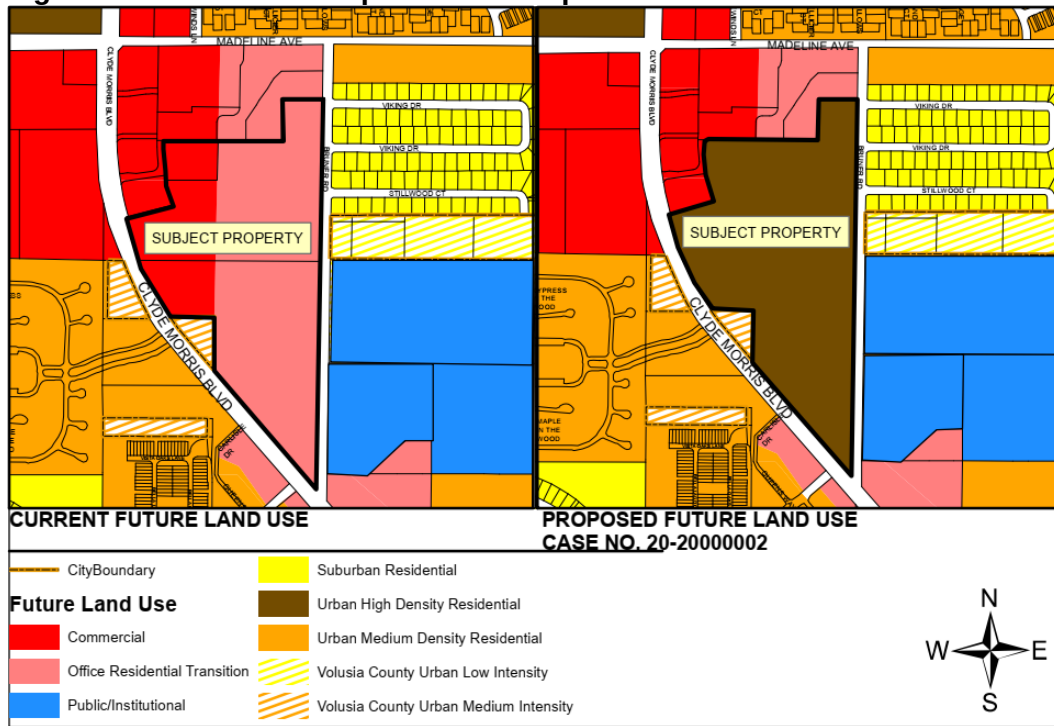
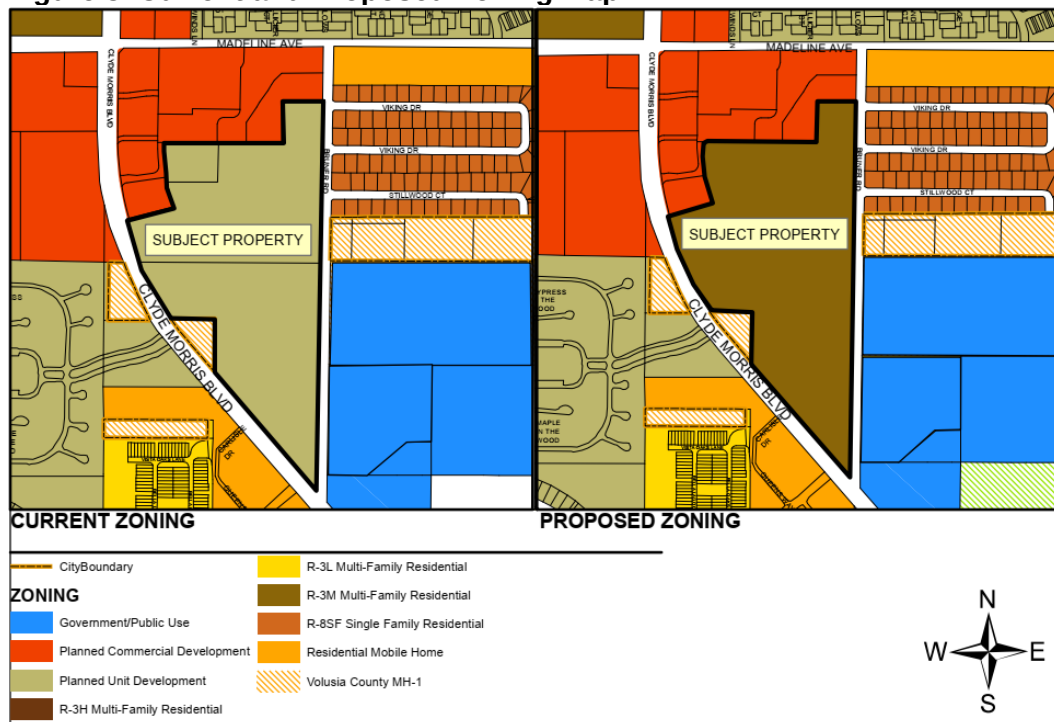


Figure 3. Current and Proposed Zoning Map



PROPOSED AMENDMENT

The proposed amendment is to change the FLU designations for ±35 acres from *Office/Residential Transition* and *Commercial* to *Urban High Density Residential* (8-16 units/acre). The current FLU designations are *Commercial* and *Office/Residential Transition*, which is a mixed-use category that allows for a distribution of uses within the 35-acres, with the cumulative mixture of uses totaling 100%:

1. 75% office and 25% residential (up to 10 units per acre);
2. 75% office and 25% commercial; or
3. 100% office.

The proposed *Urban High Density Residential* (8-16 units/acre) FLU designation is a multi-family residential designation, compared to the current FLU *Commercial* and *Office/Residential Transition* designations that allow the development of office, commercial and residential uses. The following tables identify the current adopted and proposed FLU designations by acreage (Table 2), maximum allowable density/intensity and net change in density/intensity (Table 3).

Table 2. Current & Proposed Future Land Uses – Acreage by Category

	Current FLU (acres)	Proposed FLU (acres)	Net Change in FLU (acres)
Office/Residential Transition	26.2	0	-26.2
Commercial	8.8	0	-8.8
Urban High Density Residential (8-16 units/acre)	0	35	+35
Total Acreage	35	35	35

Table 3. Current & Proposed Future Land Uses – Density/Intensity by Category

	Current FLU (theoretical max dwelling units/sq.ft.)	Proposed FLU (theoretical max dwelling units/sq.ft.)	Net Change in FLU (theoretical max dwelling units/sq.ft.)
Office/Residential Transition			
Scenario 1 (25% Residential*/75% Office**)	66 d/u 1,284,666 sq.ft.	0	-66 d/u -1,284,666 sq.ft.
Scenario 2 (25% commercial*/75% office**)	428,222 sq.ft. 1,284,666 sq.ft.	0	-1,712,888 sq.ft.
Commercial***	191,446 sq.ft.	0	-191,446 sq.ft.
Urban High Density Residential (8-16 units/acre)	0	560 d/u****	+560

*up to 10 units/acre

**1.5 Floor-area ratio for non-residential; The floor area ratio (FAR) is the relationship between the total amount of building floor area and the total area of the lot on which the building stands.

***0.5 Floor-area ratio (FAR)

****560 units is the theoretical maximum allowed by the FLU designation; the actual proposed development is for 384 units

INFRASTRUCTURE IMPACT ASSESSMENT

In accordance with standard practice from the Florida Department of Economic Opportunity (DEO) and other review agencies, an impact comparison analysis of the proposed amendment has been completed based upon the theoretical maximum development potential under the current Future Land Use designations versus the requested FLU designation. The following seven public facilities and services were examined:

1. Transportation
2. Sanitary Sewer
3. Potable Water
4. Solid Waste
5. Stormwater Drainage
6. Recreation
7. Schools

Table 4. Impact Analysis (Theoretical Max.)

DEVELOPMENT VARIABLE	CURRENT LAND USE		PROPOSED LAND USE (Urban High Density Residential)	NET CHANGE	
	Scenario 1 (Commercial + ORT at 25% Residential/ 75% Office)	Scenario 2 (Commercial + ORT at 25% commercial/ 75% office)		Scenario 1	Scenario 2
Residential Units	66	0	560	+494	+560
Non-residential Buildable Sq. Ft.	Commercial: 191,446 sq.ft. Office: 1,284,666 sq.ft.	Commercial: 619,668 sq.ft. Office: 1,284,666 sq.ft.	0	Commercial: -191,446 sq.ft. Office: -1,284,666 sq.ft.	Commercial: -619,668 sq.ft. Office: -1,284,666 sq.ft.
Population ¹	149	0	1,260	+1,111	+1,260
Peak Hour Trips/Daily Trips ²	6,236/ 55,026	7,784/ 72,875	347/ 3,724	-5,889/ -51,302	-7,437/ -69,151
Sanitary Sewer (gallons/day) ³	158,097	190,433	89,600	-68,497	-100,833
Potable Water (gallons/day) ⁴	159,408	190,433	100,800	-58,608	-89,633
Solid Waste (lbs./person) ⁵	15,239	19,043	4,045	-11,195	-14,999
Stormwater Drainage ⁶	n/a	n/a	n/a	n/a	n/a
Recreation/Open Space ⁷ (acres)	1.04	0	8.82	+7.78	+8.82

Notes:

1. Population: 2.25 persons per household (per 2010 Census)
2. Transportation: Multifamily Apartments (220) 0.62 PM peak hour trips per unit and 6.65 daily trips per unit; Shopping Center (820) 3.71 PM Peak Hour; 42.70 Average Daily; Medical Office (720) trips per 1000 sq.ft. – 4.27 PM Peak Hour, 36.13 Average Daily; ITE Trip Generation Manual, 9th Edition
3. Sanitary Sewer: 160 gallons per day per Equivalent Residential Unit; 1/10 gallon per square foot per day of non-residential development
4. Potable Water: 180 gallons per day per Equivalent Residential Unit; 1/10 gallon per square foot per day of non-residential development
5. Solid Waste: 3.21 pounds per person per day; 10 lbs. per 1,000 square feet of non- residential development per day
6. Stormwater Drainage: LOS standard = 25-year, 24-hour event; Drainage system will be designed to meet the requirements of the Land Development Code.
7. Rec. & Open Space: 7 acres/1,000 persons (0.007 acres/person)

The current FLU designations on the property are *Commercial* and *Office/Residential Transition* and the *Office/Residential Transition* designation is a mixed-use category that allows the following theoretical maximum development scenarios:

1. 25% residential and 75% office (scenario 1); or
2. 25% commercial and 75% office (scenario 2).

According to the Infrastructure Impact Analysis, the proposed FLU designation would *decrease* the theoretical maximum square-footage of non-residential development allowed and increase the theoretical maximum number of residential units allowed on the 35-acre property. Overall, the amendment results in a net decrease in impacts to public infrastructure, except for recreation and open space. All future development plans submitted for the subject property will require a detailed technical review by the Staff Development Review Committee (SDRC) to determine all requirements in the Land Development Code (LDC) are met. As with all development, specific site development proposals for the subject property is subject to concurrency regulations at the time of development requiring public facilities and services to be provided or for the developer to enter into a mitigation agreement for their impacts.

TRANSPORTATION

A transportation report has been prepared by LTG, Inc., and reviewed by staff. As indicated in the report, there is a decrease in the number of daily trips and P.M. peak hour trips from the current to the proposed FLU designation. The reduction in anticipated daily trips and P.M. peak hour trips is due to the change from a FLU designation that supports non-residential uses to a FLU designation that support residential uses. According to the Institute of Transportation Engineers (ITE), residential dwelling units have a lower trip generation than office and commercial uses because office and commercial uses attract trips from a larger area. Based on the ITE Trip Generation Manual, 10th Edition, the proposed FLU designation could generate 347 P.M. peak hour trips, and 3,742 daily trips based on theoretical maximum of 560 units. The proposed multi-family development of 384 units could generate 238 P.M. peak hour trips, and 2,554 daily trips. This is a decrease from the current FLU designation.

The extent of the anticipated impacts on the road network will not be known until the traffic concurrency review is conducted with the final site plan for this site. The City requires the submittal of a traffic study at the time a final site plan is submitted for the development of the apartment complex, to fully assess the impacts of the development on the surrounding roadway network at the time of development and to identify any roadway improvements that might be needed. Similar to other developments within this area of the City, the developer may be required to enter into a Transportation Fair-Share and Concurrency Agreement with the City, and possibly Volusia County, to pay for part of the scheduled improvements for the impacted areas. In addition to a possible fair-share payment, the developer of the property may be required to construct mobility improvements to improve capacity and provide alternative modes of transportation along this corridor such as, turn lanes and sidewalks.

SANITARY SEWER

The City has available sewer capacity to accommodate the proposed FLU amendment. The City's adopted LOS standard is 160 gallons per day per Equivalent Residential Unit (ERU) and 1/10 gallon per square foot per day of commercial, industrial, or institutional development. Using these standards, the proposed land use would theoretically generate 89,600 gallons per day (gpd) of wastewater. This is a net decrease between the current and proposed FLU designations.

POTABLE WATER

The City has available potable water capacity (well and Consumptive Use Permit) to serve the proposed FLU amendment. The City's adopted LOS standard is 180 gallons per day per ERU and 1/10 gallon per square foot per day of commercial, industrial, or institutional development. Using these standards, the proposed land use would theoretically demand 100,800 gpd of potable water. This is a net decrease in demand between the current and proposed FLU designations.

Even though the City may have the technical capability to pump 15 MGD from its wells, prohibitions within the City's 20-year Consumptive Use Permit (CUP) issued by the St. Johns River Water Management District (SJRWMD) significantly limit the amount of water that is permitted to be withdrawn. The City's CUP allows for an average daily withdrawal of 8.97 MGD and a maximum daily withdrawal of 13.46 MGD in 2020. Actual average daily flow during the 2019 calendar year was 6.05 MGD. When reviewing future land use amendments, the following is considered to determine the amount of permitted water capacity available for all other future uses: the current year CUP allocation, consumption in the previous calendar year, reserved capacity, and projected consumption. Based upon these measures, the City still has available CUP capacity.

SOLID WASTE COLLECTION

There is available capacity at the landfill to address the City's solid waste disposal needs. The City's collection standard is 1,350 residential units per curbside collection crew, per day, and a weight standard of 3.21 pounds per person per day. The proposed land use would generate 4,045 pounds of garbage per day. This is a net decrease between the current and proposed FLU. Solid waste generated within the City of Port Orange is delivered to the Volusia County landfill, a 3,000-acre Class I landfill with a projected life span to the year 2050.

STORMWATER DRAINAGE

There is no anticipated impact to the City's drainage system from the proposed land use. Stormwater management in the City of Port Orange deals with both quality and quantity. The City's adopted LOS standard for stormwater is the 25-year, 24-hour storm event. More specifically, the stormwater facilities must be capable of treating and conveying the runoff from such a storm without causing flooding of adjacent properties or polluting any receiving water bodies. In addition, the Comprehensive Plan and Land Development Code require that there be no net loss of stormwater retention function as a result of development. In other words, a given parcel must have the same ability to store and discharge water after development as it does before development occurs. Any future development of the property will be required to address stormwater retention on the property in accordance with these City standards.

RECREATION AND OPEN SPACE

There is available capacity at existing park facilities to accommodate the proposed FLU amendment. The proposed FLU designation would require 8.82 acres of parkland. According to the City's 2019 Concurrency Management Report, the City has an excess of 55 acres of parkland, so no additional parkland is needed.

SCHOOLS

The Volusia County School District reviewed the proposed FLU amendment for impacts to school capacity. The School District determined that there is adequate school capacity for the estimated 49 students anticipated to be generated by the proposed FLU amendment (Exhibit 1).

ENVIRONMENTAL CONDITIONS

The subject property is primarily categorized as palmetto prairies and pine flatwoods. According to the environmental analysis prepared by Biological Consulting Services, Inc. (BCS) in April 2020 for the subject property, there is about 6.41 acres of wetlands and the possibility of gopher tortoises, but no protected species were observed on site. One osprey nest (delisted species) was observed on the edge of the wetlands in the northwest portion of the site. The osprey was removed from Florida's Endangered and Threatened Species list in 2018; however, the osprey, active nests, eggs, and young are still protected under the Federal Migratory Bird Treaty Act. The osprey nest tree is located within a proposed tree preservation area for the proposed Osprey Pointe Apartments and according to BCS should not be affected by the proposed development. Any subsequent development on the subject property will be required to comply with all federal, state, regional and local regulations pertaining to the protection, relocation, mitigation, and preservation of trees, gopher tortoises, wetlands and other environmental resources.

As with all new development projects this size, an updated Environmental Assessment (EA) will need to be prepared and submitted at the time a site plan is submitted. As part of the EA, the biological consultant is required to identify and document the presence/location of gopher tortoise burrows observed throughout the subject property. If gopher tortoise burrows are identified on the subject property and the developer's project impacts the burrows, the developer will need obtain a permit from the Florida Fish and Wildlife Conservation Commission (FFWCC) to relocate any gopher tortoises from the impacted burrows. In addition to obtaining a permit from FFWCC, the developer will also be required to make a payment to a gopher tortoises mitigation bank. Site clearing will not be allowed to begin until FWC has approved the relocation after action report for the gopher tortoise's relocation and mitigation payment has been received. In addition, an updated study is required within 90 days prior to the start of site clearing activities to ensure an accurate count and location of the active gopher tortoise burrows. At this time the developer has not provided the City with site development plans.

REVIEW CRITERIA AND STAFF FINDINGS

1. *The land use proposal is consistent with the goals, objectives, and policies of the adopted Port Orange Comprehensive Plan.*

Staff finding: The proposed FLU amendment is generally consistent with the pertinent Goals, Objectives, and Policies of the City's Comprehensive Plan. The proposed FLU category is compatible with adjacent parcels and the proposed multi-family use provides a transitional use between the more intense commercial development and the existing single-family homes across Bruner Road. All public facilities have adequate capacity to accommodate the proposed amendment.

The proposed land use category meets the locational criteria for the *Urban High Density Residential* designation of being located adjacent to a community- or sub-regional-level commercial node or mixed-used center, along an arterial roadway. All public facilities have adequate capacity to accommodate the proposed amendment, and it is compatible with adjacent land uses as described below.

However, the proposed amendment is not consistent with the policies in the Comprehensive Plan regarding the retention of the existing commercial acreage already designated on the FLU map. The following objective and policies are provided in the City's adopted Comprehensive Plan, Future Land Use Element:

- *Objective 3.1: Maintaining Land for Non-residential Uses.* Ensure that the amount of land already designated for non-residential uses does not decrease.
- *Policy 3.1.1: Retain designated commercial and industrial development areas* for their appropriate uses, unless such uses have been planned to be accommodated elsewhere.

The 35-acre amendment would result in a net decrease of a ± 8.82 acres of land within the City designated for commercial. If approved, the ± 8.82 acres would change from a commercial use to a residential use. However, if the FLU amendment is approved, there would still be approximately 40 acres of commercial land at the Clyde Morris Blvd./Madeline Ave. commercial node and of the 40 remaining acres of commercial land, ± 18 -acres remains vacant and can be developed with commercial uses. There are multiple options for additional commercial development within the Clyde Morris Blvd./Madeline Ave. commercial node as there is still vacant commercial land and tenant spaces at built shopping centers. The additional residential units to this area could encourage the further development of the existing commercial land, outparcels and leasing of existing commercial space at the Clyde Morris Blvd./Madeline Ave. commercial node.

Figure 4. Clyde Morris Blvd./Madeline Ave. commercial node



The acreage of the subject property designated for commercial development has expanded over the last 15 years beyond the original acreage designated for the commercial node through changes to the FLU map that extend the commercial land use further south along Clyde Morris Boulevard. Future Land Use Element *Policy 3.2.1* states that, “Commercial uses will be located at roadway intersections, commercial nodes, and mixed-use centers, as defined in the Future Land Use Element.” The land with a Commercial FLU designation proposed to be changed as part of this amendment is located further south along Clyde Morris Boulevard and not at the immediate intersection where the traditional commercial node was established. While the proposed FLU Amendment reduces the amount of land with a *Commercial* FLU designation it does apply a more appropriate FLU designation to the land that is consistent with Future Land Use Element *Policy 3.2.1*.

2. *Amendments shall not result in incompatible land use designations for adjacent parcels or a neighborhood. Compatibility shall be determined by scale of development, intensity, density, and type of use, and the juxtaposition of uses.*

Staff finding: The proposed FLU amendment is compatible with the adjacent properties. Compatibility is defined in the Comprehensive Plan as a condition in which dissimilar land uses can co-exist in relative proximity to one another in a stable fashion over time, such that neither use is unduly negatively impacted by the other. The subject property abuts the Neighborhood Walmart and a multi-tenant commercial building to the north, Clyde Morris Boulevard and Pickwick Village mobile home park to the south, to the east is Bruner Road, The Vikings and

Sandalwood residential subdivisions, vacant city-owned land, and the Police Department, and to the west is Clyde Morris Boulevard, vacant commercial land, and Colony in the Wood mobile home park. (see Table 1 – page 2).

The proposed multi-family development provides a transitional use between the more intense commercial development at the Clyde Morris Boulevard /Madeline Avenue commercial node and the existing single-family homes across Bruner Road. The subject property will also comply with design requirements in the Land Development Code to ensure compatibility between land uses, such as scale of development, height, setbacks, landscape buffers, and architectural design.

3. *An amendment shall not result in negative economic, social, or other impacts to the City of Port Orange.*

Staff finding: The amendment results in a net decrease in impacts to public infrastructure, except for recreation and open space. All public facilities have adequate capacity to accommodate the proposed amendment and therefore there are no negative impacts.

4. *Whether the amendment increases the clearance time for evacuation of the population in the Hurricane Vulnerability Zone above twelve hours.*

Staff finding: The subject property is not located within the Hurricane Vulnerability Zone.

5. *Whether the amendment discourages the proliferation of urban sprawl.*

Staff finding: The proposed amendment will not encourage sprawl. The amendment is for an infill property surrounded by existing development, with access to existing infrastructure. The proposed amendment will provide for a multi-family development located in close proximity to existing shopping, services, and existing public infrastructure.

SMART GROWTH SUMMARY

The proposed Future Land Use amendment expands housing choices by developing areas of infill or underutilized vacant land within the City that has accesses to existing infrastructure and services (water, sewer, roads, schools, etc.) [Future Land Use Element, Policy 1.2.4 and 2.3.8] and continues a development pattern in this area of offering different residential unit types that can allow for senior citizens to stay within the City as they age, single adults to afford a place to live, and families to find a safe, attractive residential option they can afford near desired amenities and services. Creating residential housing options near established commercial nodes also provides residents with close access to necessary services, creates new business opportunities to serve new and existing residents, and strengthens the local tax base through maintaining and expanding commercial uses.

The proposed development of subject property will connect to the sidewalk network on Clyde Morris Boulevard and construct a sidewalk along Bruner Road connecting to Clyde

Morris Boulevard. This will promote walking and biking to established commercial development, offices, services, multi-modal facilities (Votran bus service, sidewalks and bike lanes) along the Clyde Morris Boulevard and Madeline Avenue corridors and provides residents the option of walking, bicycling, taking public transportation to nearby retail, offices, schools, houses of worship, parks, and other amenities. In addition, creating residential housing options near retail, offices, schools, houses of worship, parks, and other amenities can require less vehicle trips and vehicle miles on the City's roadway network as these uses are nearby residential areas.

The infill development of this property with residential uses would utilize existing infrastructure (roads, sewer, water, etc.), discourages sprawl, and is anticipated to maintain or improve local commercial businesses in this area.

PUBLIC NOTICE

On May 22, 2020, staff posted the property notifying the public of the proposed amendment. The proposed amendment has also been advertised in the News-Journal pursuant to Florida Statutes. As of the time this agenda item was prepared, staff has received 20 inquiries regarding the proposed amendment with general inquiries regarding what was proposed as well as environmental and traffic concerns.

STAFF RECOMMENDATION

Staff recommends approval of the request to change the Future Land Use designation of approximately 35 acres from *Office/Residential Transition* and *Commercial* to *Urban High Density Residential* (8-16 units/acre), and transmittal to the required review agencies for review.

ATTACHMENTS

Exhibit 1 – Volusia County School District School Capacity Analysis

EXHIBIT 1

Dr. Scott Fritz
Superintendent of Schools

School Board of Volusia County

Mrs. Ida D. Wright, Chairman
Mrs. Linda Cuthbert Vice-Chairman
Mr. Carl Persis
Mr. Ruben Colón
Ms. Jamie M. Haynes

School Adequate Capacity Determination
Finding of Adequate Capacity Letter

June 16, 2020

Smith Brigman Brock
 Jeffrey P. Brock; Esq.
 220 Charles Street
 Port Orange FL. 32129

RE: Osprey Pointe Apartments – Port Orange
 School Capacity Review #20-03-23-002-A

Dear Mr. Brock:

The County Charter requires any Comprehensive Plan Amendment or Rezoning allowing increased residential density be effective only when adequate public schools can be timely planned and constructed to serve the projected increase in student population. The district uses this requirement as the guiding principle behind the school adequate capacity review.

The School District has reviewed the information for the proposed Osprey Pointe Apartments associated with 35.005 +/- acres of property located at 3835 Clyde Morris Blvd. within the city limits of Port Orange. Proposed amendment would provide for three hundred and eighty-four (384) multi-family units.

The district uses county wide Student Generation Rates (SGRs) of (.127) for multi-family dwelling units. By applying the SGR to the use types in Table 1, we find the project could generate forty-nine (49) full time students.

Table 1

UNIT TYPE	SGR	UNIT COUNT	STUDENTS GENERATED
Single Family Dwelling Unit	.273	0	0
Multifamily Dwelling Unit	.127	384	48.768
Manufactured Home Dwelling Unit	.047	0	0
Total			49

Osprey Pointe Apartments – Port Orange

June 16, 2020

When performing adequate capacity review district staff evaluates the effects of the proposed change compared to any remaining permanent capacity within the impacted schools, up to 100%, Table 2. The projected increase in student population may be over 100% if there are plans to serve increased student population in that planning area within the long-term planning horizon. A finding of adequate capacity may be issued in either case.

Table 2

Schools	2019-20 SY Enrollment	% of Permanent Capacity	Plans for capacity increase long-term	Traditional K-12 Students projected
Sugar Mill Elementary	633	107%	no	21
Silver Sands Middle	1324	118%	no	13
Atlantic High	1412	107%	no	14
Other				1

The students projected to be generated by this project will increase the existing percentage above 100% permanent capacity at all levels. Sugar Mill elementary is the projected to decrease in total students over the next several years. Currently the planning area for Silver Sands Middle School and Atlantic High (Halifax Planning area) is not over 100%. The School Board also owns a future school site in the Corasci area, grade levels to be determined. Based upon these long-term plans for growth, the school district has no objections to the proposed rezoning.

All future development orders, such as site plans and subdivisions, are subject to school concurrency review. School concurrency will be evaluated at that time when the impact of development is specifically quantified and known. Only funded school improvements and then current capacity will be considered at that time. No Student Reservations have been made at this time.

No Student Reservations have been made at this time.

Please note that the School Board has the right to adjust the attendance boundaries to balance the student enrollment populations at these area schools. Consequently, students generated from this project may not attend the current assigned schools.

If you should have additional questions please contact me at (386) 947-8786, extension 50806.

Sincerely,



Stephanie B. Doster,
Coordinator, Planning

Cc: Dr. Scott Fritz, Superintendent of Schools
Steve Grube, Director of Planning and Construction
Penelope Cruz, City of Port Orange
Kiersta Hill, Volusia County School Board
Project File

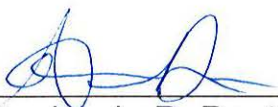


Finding of Adequate School Capacity **Volusia County School Board**

Project Information	
Project Name	Osprey Pointe Apartments
VCSB Project #	#20-06-16-001-A
Jurisdiction Project#	
Parcel ID Numbers:	6306-00-00-0130; 6306-00-00-0132; 6306-00-00-0112
Project Location:	3835 Clyde Morris Blvd
Potential Residential Units:	384
Property Owner/Applicant:	Palmetto Pointe
Notes: Additional review will be required at time of subdivision/site plan submittal(s). No Student Reservations have been made.	

Based upon the Findings of Fact, pursuant to School Board Policy 612 and Section 206 of the County Charter, the school district has determined at this time that school capacity is adequate to serve the proposed increase in residential density. This Finding shall constitute competent substantial evidence that adequate public school capacity is likely to be available at the time it is required to serve the planned new development.

Capacity is not being reserved with this Finding unless otherwise noted on this document. This Finding of Adequate School Capacity allows this subject project to continue through the Comprehensive Plan Amendment and/or rezoning process; however, may be subject to additional school capacity review in the future.



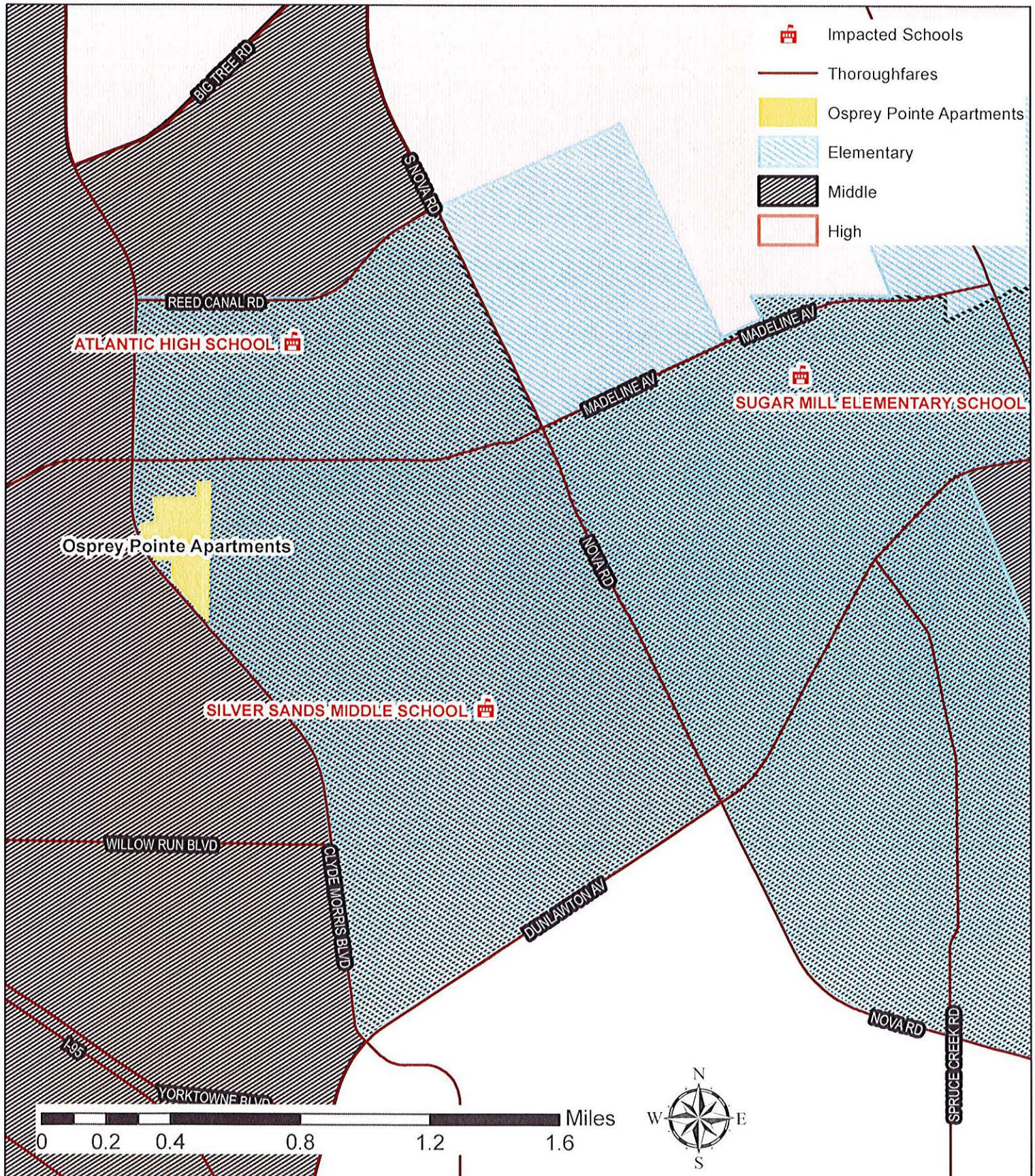
Stephanie B. Doster,
Coordinator, Planning

____16June2020____
Issue Date

VCSB Schools Impacted by Development

Adequate Capacity Review - Osprey Pointe Apartments

Created by Facilities Services
June 2020





CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 12/1/2020

Consent item: No

SUBJECT: (H19) Second Reading - Ordinance No. 2020-35 - Rezoning/3835 Clyde Morris Boulevard (Osprey Pointe Apartments)

DEPARTMENT: Community Development

GOAL:

RECOMMENDED MOTION: Move to approve Ordinance No. 2020-35, rezoning approximately ±35 acres from Planned Unit Development (PUD) to Moderate Density Multi-Family Residential (R-3M).

SUMMARY: Planning Commission Action (09/24/20): Recommended Approval

Jeffrey Brock, applicant on behalf of the property owner, Palmetto Pointe, LLP, requests to rezone the ± 35-acre subject property from Planned Unit Development (PUD) to Moderate Density Multi-Family Residential District (R-3M). The property is located along the east side of Clyde Morris Boulevard, south of Madeline Avenue, between Clyde Morris Boulevard and Bruner Road. The rezoning request is a shift from the negotiated PUD zoning district to a conventional residential zoning district that uses the Land Development Code (LDC) to provide development regulations.

The subject property was part of the ±52.73 acre The Palms PUD approved in 2007 which allowed for the development of 451 multi-family units and 187,000 square feet of commercial uses. The MDA for the previously approved The Palms PUD, expired in 2009 and the property remained vacant. In 2015, ±17.72 acres of the original The Palms PUD were rezoned to the Palmetto Pointe Planned Commercial Development (PCD) and was developed with a commercial development (Walmart Neighborhood Market). The applicant is requesting to rezone the subject property to R-3M with the intent to construct a multi-family development.

According to the LDC, the R-3M zoning district is intended to provide moderate density multi-family development on relatively large tracts of land in single or common ownership with a maximum of 12 dwelling units per acre. If approved, the applicant intends to construct a 384-unit apartment complex (±10.9 units per acre), with associated site improvements and off-site improvements. The proposed R-3M zoning district is consistent with the Urban High Density Residential (8-16 units/acre) Future Land Use (FLU) designation that the applicant has applied to change concurrently with the subject rezoning application (Case No. 20-20000002).

The applicant's development application request to change the zoning designation on the subject property does not affect the Comprehensive Plan regarding the extension of Bruner Road from its current southern terminus to Clyde Morris Boulevard. If the

rezoning application is approved, Staff has discussed with Volusia County and the potential developer about maintaining the right-of-way for the possible extension of Bruner Road in the future, but not constructing Bruner Road from its terminus to Clyde Morris Boulevard as part of developing the subject property. According to the LDC, a property zoned R-3M is required to have its main access onto an arterial or major collector road. The subject property has direct access onto Clyde Morris Boulevard, therefore, the main access point for any development will be from Clyde Morris Boulevard.

As part of any future site development, site plans and/or building permits will be required to be submitted for staff review to verify all LDC and Florida Building Code requirements are met, such as landscape buffers, parking, building setbacks, tree preservation, and infrastructure, to ensure compatibility with adjoining properties, and that adequate public facilities and services are available. The staff report is attached for more information.

Project No.: Funding Account No.:

Presenter: Penelope Cruz

ATTACHMENTS:

1.	Ordinance No. 2020-35 with exhibits	Ord. No. 2020-35 Rezoning.pdf
2.	Staff Report - Rezoning Osprey Pointe	Staff Report - Rezoning Osprey Pointe.pdf

Penelope Cruz
Robin Fenwick

Created/Initiated - 11/13/2020
Final Approval - 11/16/2020

ORDINANCE NO. 2020-35

AN ORDINANCE OF THE CITY OF PORT ORANGE,
VOLUSIA COUNTY, FLORIDA, REZONING PROPERTY
CONSISTING OF APPROXIMATELY ± 35 ACRES FROM
PLANNED UNIT DEVELOPMENT (PUD) TO MODERATE
DENSITY MULTI-FAMILY RESIDENTIAL DISTRICT (R-3M);
AUTHORIZING REVISION OF THE OFFICIAL ZONING
ATLAS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, ± 35 acres of the property located at 3835 Clyde Morris Boulevard to be rezoned from Planned Unit Development (PUD) to Moderate Density Multi-Family Residential District (R-3M); and

WHEREAS, a public hearing was held following public notice as prescribed by ordinance; and

WHEREAS, the Planning Commission has by a majority vote recommended approval of the proposed rezoning; and

WHEREAS, the City Council has approved by a majority vote of the members present the rezoning of the described property; and

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

Section 1. The City Council of the City of Port Orange does hereby rezone ± 35 acres of the property located at 3835 Clyde Morris Boulevard to be rezoned from Planned Unit Development (PUD) to Moderate Density Multi-Family Residential District (R-3M), more particularly described in **Exhibit "1"**, attached hereto.

Section 2. The City Council of the City of Port Orange does hereby approve, authorize and direct the revision of the City's Official Zoning Atlas to show the

classification for the areas as hereby rezoned as shown on **Exhibit “2”**, attached hereto.

Section 4. This ordinance shall become effective immediately upon adoption.

MAYOR DONALD O. BURNETTE

ATTEST:

Robin L. Fenwick, MMC, City Clerk

Passed on first reading on the day of

Passed and adopted on second and final reading on the day of

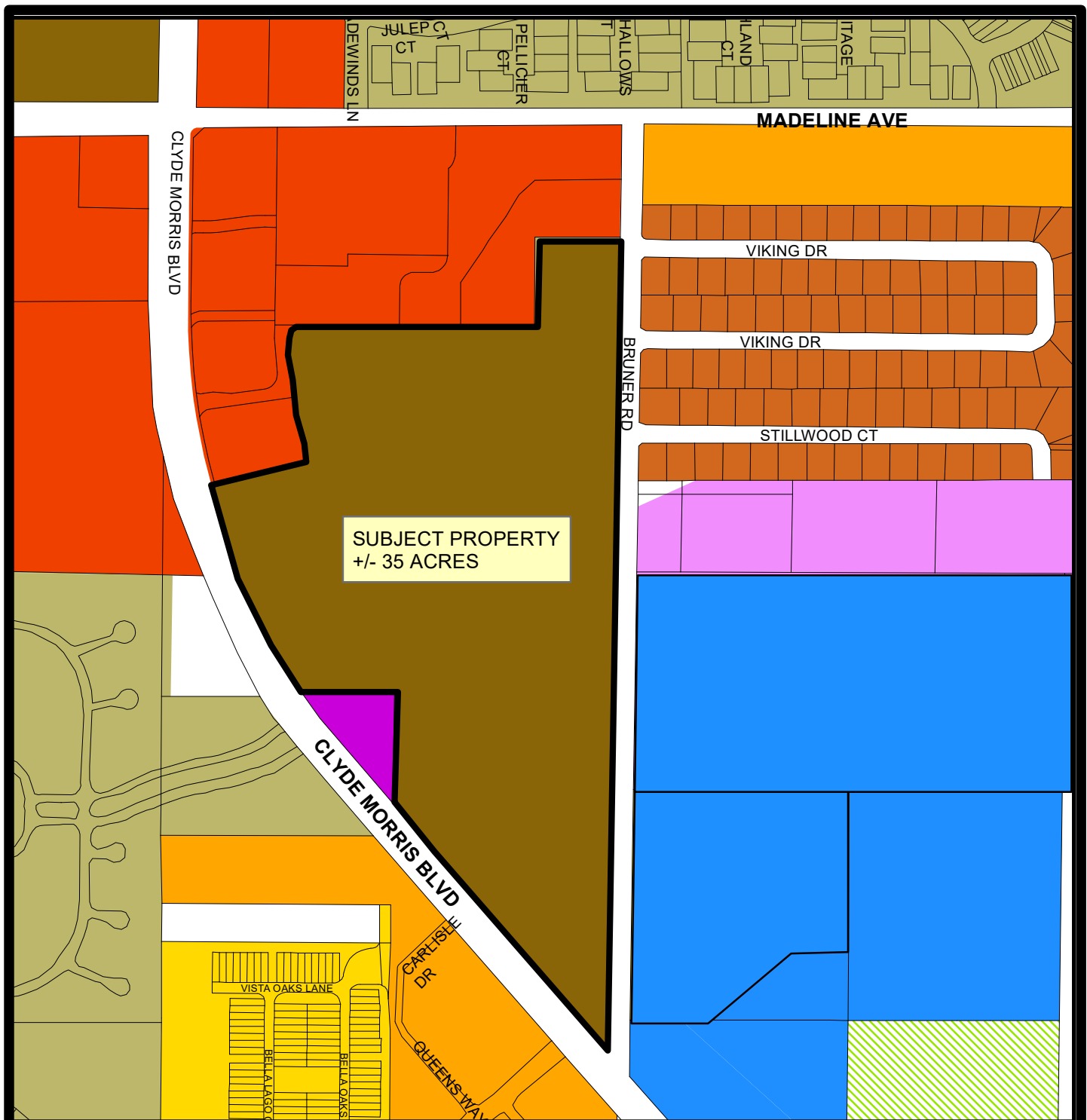
Reviewed and Approved: _____
Shannon K. Balmer, Assistant City Attorney

Exhibit 1

A PARCEL OF LAND LYING IN SECTIONS 6 AND 7, TOWNSHIP 16 SOUTH, RANGE 33 EAST, VOLUSIA COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHWEST CORNER OF LOT 6, PALMETTO POINTE MARKETPLACE AS RECORDED IN PLAT BOOK 56, PAGE 191 OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA; THENCE NORTHERLY ALONG THE SOUTH LINE OF SAID LOT 6, N75°50'34"E, 283.80 FEET TO THE EAST LINE OF SAID LOT 6 AND THE BEGINNING OF A NON-TANGENT CURVE CONCAVE EASTERLY, HAVING A RADIUS OF 1575.61 FEET, A CENTRAL ANGLE OF 12°34'31" AND A CHORD BEARING OF N09°01'16"E, THENCE NORTHERLY ALONG THE EAST LINE OF SAID LOT 6 AND THE EAST LINE OF TRACT C AND ALONG THE ARC OF SAID CURVE, 345.81 FEET TO THE BEGINNING OF A COMPOUND CURVE CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 44.50 FEET, A CENTRAL ANGLE OF 93°13'51" AND A CHORD BEARING OF N43°51'13"E, THENCE NORTHEASTERLY ALONG THE EAST LINE OF TRACT C AND THE ARC OF SAID CURVE, 72.41 FEET TO THE SOUTH LINE OF LOT 2, SAID PALMETTO POINTE MARKETPLACE; THENCE ALONG SAID SOUTH LINE OF LOT 2, TRACT D AND TRACT E, SAID PALMETTO POINTE MARKETPLACE S89°31'52"E, 668.39 FEET; THENCE CONTINUE ALONG TRACT E THE FOLLOWING TWO CALLS, N00°32'03"W, 253.47 FEET; THENCE S89°25'59"E, 246.70 FEET TO THE SOUTHEAST CORNER OF TRACT E AND THE WEST RIGHT-OF-WAY LINE OF BRUNER ROAD (60' R/W); THENCE ALONG SAID WEST RIGHT-OF-WAY LINE THE FOLLOWING TWO CALLS, S01°02'42"W, 926.58 FEET; THENCE S00°36'25"W, 1378.98 FEET TO THE EASTERLY RIGHT-OF-WAY OF CLYDE MORRIS BOULEVARD (100' R/W); THENCE ALONG THE SAID EASTERLY RIGHT-OF-WAY LINE N41°10'59"W, 950.95 FEET; THENCE DEPART SAID EASTERLY RIGHT-OF-WAY LINE N01°21'10"E, 302.95 FEET; THENCE N89°39'19"W, 254.70 FEET TO EASTERLY RIGHT-OF-WAY LINE OF CLYDE MORRIS BOULEVARD AND THE BEGINNING OF A NON-TANGENT CURVE CONCAVE EASTERLY, HAVING A RADIUS OF 1859.36 FEET, A CENTRAL ANGLE OF 19°56'45" AND A CHORD BEARING OF N25°06'40"W, THENCE NORTHERLY ALONG THE EASTERLY RIGHT-OF-WAY LINE OF CLYDE MORRIS BOULEVARD AND THE ARC OF SAID CURVE, 647.28 FEET TO THE POINT OF BEGINNING.

CONTAINING 35.005 ACRES, MORE OR LESS.



ZONING

- Government/Public Use
- Planned Commercial Development
- Planned Unit Development
- R-3L Multi-Family Residential

- R-3M Multi-Family Residential
- R-8SF Single Family Residential
- Residential Mobile Home
- Volusia County A-2
- Rural Mobile Home

- Urban Mobile Home



CITY OF PORT ORANGE

DEPARTMENT OF COMMUNITY DEVELOPMENT





REVISED STAFF REPORT CONVENTIONAL REZONING Planned Unit Development (PUD) to Moderate Density Multi-Family Residential (R-3M) CASE NO. 20-60000003

REQUEST:	Rezone $\pm$ 35 acres from Planned Unit Development (PUD) to Moderate Density Multi-Family Residential District (R-3M)
LOCATION:	3835 Clyde Morris Blvd. (Figure 1 – Location Map)
PROPERTY OWNER:	Palmetto Pointe, LLP
APPLICANT:	Jeffrey Brock, Smith Bigman Brock, P.A.
STAFF CONTACT:	Gwen Perney, Senior Planner (386) 506-5673
STAFF RECOMMENDATION:	Approval
PLANNING COMMISSION:	Recommended Approval (September 24, 2020)
CITY COUNCIL:	October 20, 2020

Property Overview

Jeffrey Brock, applicant on behalf of the property owner, Palmetto Pointe, LLP, requests to rezone the $\pm$ 35-acre subject property from Planned Unit Development (PUD) to Moderate Density Multi-Family Residential District (R-3M). The property is located along the east side of Clyde Morris Boulevard, south of Madeline Avenue, between Clyde Morris Boulevard and Bruner Road. The rezoning request is a shift from the negotiated PUD zoning district to a conventional residential zoning district that uses the Land Development Code (LDC) to provide development regulations. If the rezoning is approved, the applicant intends to submit a site plan for the development of a 384-unit multi-family complex on the subject property.

Figure 1. Location Map



The applicant's request to change the zoning designation on the subject property does not affect the Comprehensive Plan regarding the extension of Bruner Road from its current southern terminus to Clyde Morris Boulevard. If the rezoning application is approved, Staff has discussed with Volusia County and the potential developer about maintaining the right-of-way for the possible extension of Bruner Road in the future, but NOT constructing Bruner Road from its terminus to Clyde Morris Boulevard as part of developing the subject property. However, the proposed development of subject property will construct a sidewalk along Bruner Road connecting to Clyde Morris Boulevard to increase walkability of the area and reduce vehicular trips to nearby shopping and services.

DISCUSSION

The applicant is requesting to rezone the subject property to R-3M with the intent to construct a multi-family development. According to the LDC, the R-3M zoning district is intended to provide moderate density multi-family development on relatively large tracts of land in single or common ownership with a maximum of 12 dwelling units per acre. The proposed R-3M zoning district is consistent with the *Urban High Density Residential* (8-16 units/acre) Future Land Use (FLU) designation that the applicant has applied to change concurrently with the subject rezoning application. A similar property in the City that is zoned R-3M and developed with a multi-family development is The Groves Apartments, located at the northwest corner of Clyde Morris Boulevard and Madeline Avenue.

If approved, the applicant intends to construct a 384-unit apartment complex, with associated site improvements and off-site improvements. The proposed density for the project is ± 10.9 units per acre, which is less than the proposed R-3M zoning district maximum of 12 units per acre.

The subject property was part of the ± 52.73 acre The Palms PUD approved in 2007 which allowed for the development of 451 multi-family units and 187,000 square feet of commercial uses. The MDA for the previously approved The Palms PUD, expired in 2009 and the property remained vacant. In 2015, ± 17.72 acres of the original The Palms PUD were rezoned to the Palmetto Pointe Planned Commercial Development (PCD) and was developed with a commercial development (Walmart Neighborhood Market).

The remaining ± 35 -acre subject property is still vacant and zoned Planned Unit Development (PUD) without a Master Development Agreement (MDA). According to the LDC, the PUD zoning district is intended to provide a variety of housing types with a broad range of housing costs allowing for the integration of differing age groups and socioeconomic classes. However, the LDC does not provide residential permitted uses or dimensional requirements for properties zoned PUD without an MDA. The rezoning of the subject property to R-3M is to establish residential permitted uses and dimensional requirements (minimum lot width and area, building setbacks, maximum height, building coverage, open space, etc.) as provided in the LDC so the property can be developed as a multi-family development (Figure 2).

CURRENT ZONING

PROPOSED ZONING

ZONING

- City Boundary
- R-3L Multi-Family Residential
- R-3M Multi-Family Residential
- R-8SF Single Family Residential
- Residential Mobile Home
- Volusia County MH-1
- Government/Public Use
- Planned Commercial Development
- Planned Unit Development
- R-3H Multi-Family Residential

Legend:

- City Boundary
- R-3L Multi-Family Residential
- R-3M Multi-Family Residential
- R-8SF Single Family Residential
- Residential Mobile Home
- Volusia County MH-1
- Government/Public Use
- Planned Commercial Development
- Planned Unit Development
- R-3H Multi-Family Residential

North Arrow:

N
W E
S

The current PUD zoning on the subject property is a residential designation; however, without an MDA, there are no listed permitted uses or dimensional requirements for the subject property. The PUD zoning district is intended to provide a flexible approach for unique and innovative residential development proposals, which would otherwise not be permitted by this code. Because the applicant intends to develop the site in compliance with the requirements already established in the LDC for a multi-family residential development and does not anticipate any deviations from basic code provisions, the applicant has selected to use a standard zoning district consistent with the proposed FLU designation of the property (See Case No. 20-20000002 Staff Report). Currently, no development can occur until the subject property is rezoned to a conventional City zoning district or a new MDA is approved.

If the subject property is rezoned to the R-3M conventional zoning category, the City's Land Development Code will provide permitted uses and dimensional requirements for any proposed development on the subject property. The dimensional requirements for the R-3M zoning district are shown in Table 1.

Table 1. Dimensional Requirements for the R-3M Zoning District

	Min Living Area/D.U. (Sq. Ft.)	Min Lot Area/D.U.	Min Lot Width	Max Building Coverage	Min Open Space	Front Building Setback	Side Building Setback	Rear Building Setback	Max Building Height
Apartments & Condominiums	600	—	150'	40%	60%	30	25**	25**	45'
Fee simple Townhomes	900	2,000 sq. ft.	20' D.U.	40%	60%	—	—	25**	35'
**Multifamily buildings of greater than 25 feet in height shall have a building setback equal to or greater than the building height									

All future development plans (subdivision and site plan) will require detailed technical review by the Staff Development Review Committee (SDRC) to determine all requirements in the Land Development Code (LDC) and City's Comprehensive Plan are met. Specific site development requirements listed in the LDC, such as the width of the landscape buffers, location and size of the stormwater pipes, water lines, and sewer lines, parking lot design, architectural design, tree and wetland preservation/mitigation, and other development requirements are finalized with the site plan. Site plans are typically a 20 to 50-page set of technical documents that are signed and sealed by a licensed engineer and contain extensive engineering, landscaping, and construction details. The site plan for the subject property will be required to be designed to meet the requirements of the LDC.

As with all development, specific site development proposals for the subject property are subject to concurrency regulations at the time of development such as school and transportation concurrency. Concurrency review determines if the developer is required to construct facilities, or for the developer to enter into a mitigation agreement to pay for their impacts. As for traffic, the developer may need to enter into a Transportation Fair-Share and Concurrency Agreement to pay for part of the scheduled improvements for impacts to the roadway network. Any subsequent development on the subject property will also be required to comply with all federal, state, regional and local regulations pertaining to the protection, relocation, mitigation, and preservation of trees, gopher tortoises, wetlands and other environmental resources.

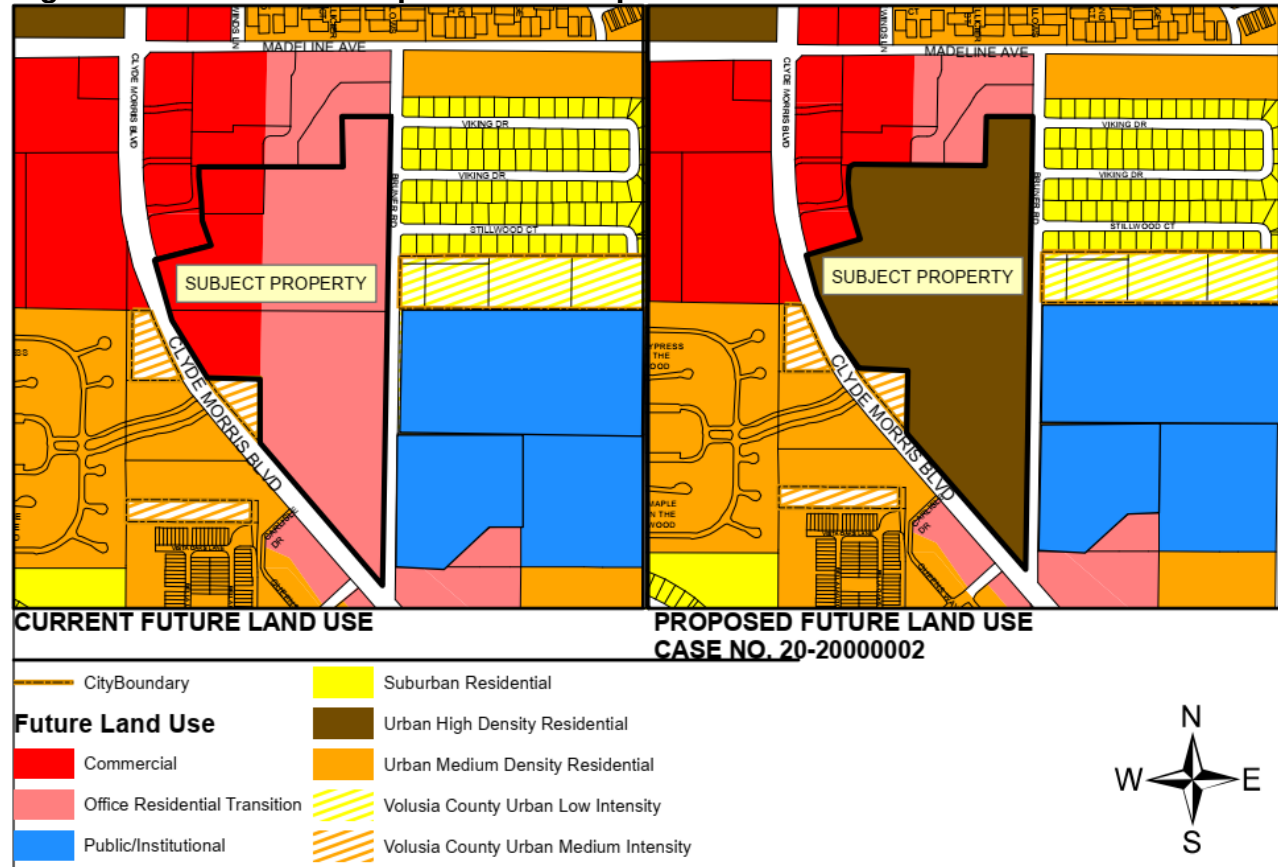
In addition to the standard development requirements in the LDC, there is a specific development requirement for any property zoned R-3M regarding project access. According to the LDC, a property zoned R-3M is required to have direct access onto an arterial or major collector road as designated under the functional classification system in the City's Comprehensive Plan. The subject property has direct access onto Clyde Morris Boulevard, which is designated as an arterial road in the City's Comprehensive Plan and will be required to provide an access point onto Clyde Morris Boulevard. Staff has discussed with the potential developer about maintaining the right-of-way for the possible extension of Bruner Road in the future, but not constructing Bruner Road from its terminus to Clyde Morris Boulevard as part of developing the subject property. However, the LDC does not restrict access from the subject property onto Bruner Road.

The rezoning request was reviewed according to the criteria established in Chapter 3, Section 7 of the Land Development Code (LDC) in terms of consistency with the Comprehensive Plan and the surrounding land uses and zoning.

Consistency with Comprehensive Plan

The applicant has applied to change the FLU designations of the subject property to *Urban High Density Residential (8-16 units per acre)* concurrently with the subject rezoning application (Case No. 20-20000002). The proposed R-3M zoning district is consistent with the proposed *Urban High Density Residential (8-16 units per acre)* FLU designation as the R-3M zoning district allows for multi-family development up to 12 residential units per acre (see Exhibit 1). If the rezoning is approved, the applicant intends to submit a site plan for the development of a 384-unit multi-family apartment complex, at a density of approximately ± 10.9 units/acre, which is consistent with the proposed FLU category and zoning (see Figure 3).

Figure 3. Current and Proposed FLU Map



Compatibility with Surrounding Uses and Zoning

The subject parcel is currently vacant. The surrounding existing land uses, Future Land Use designations, and Zoning classifications are identified in Table 2. The proposed R-3M zoning district will serve as a transition from a higher intensity commercial development at the Clyde Morris Boulevard/Madeline Avenue commercial node and the single-family residential properties to the east. Placement of higher density residential zoning near designated commercial nodes provides density to support existing

commercial development, and future development of the designated commercial node around the intersection of Clyde Morris Boulevard and Madeline Avenue. The existing commercial node centered around the intersection of Clyde Morris Boulevard/Madeline Avenue is designated as a Community Commercial Node. Community Commercial nodes are generally designed to serve the general shopping needs of areas within a ± 2 -mile radius.

The City's Comprehensive Plan, Future Land Use Element encourages the creation of a residential land use pattern that accommodates a diverse housing mix that meets the life-cycle and socio-economic needs of City residents (Objective 4.1), and mixed residential densities in older neighborhoods as a financially feasible alternative to commercial encroachment (Policy 4.2.1). Similar development scenarios in the City exist at the intersection of Clyde Morris Boulevard and Dunlawton Avenue (Ocean Oaks Apartments), Clyde Morris Boulevard and Reed Canal Road (Atlantic Apartments and Reserve at Crystal Lake Apartments), and Village Trail and Dunlawton Avenue (Lakeside Apartments and Park at Countryside Apartments).

Table 2. Surrounding Land Uses and Zoning

Direction	Existing Land Use	FLU Designation	Zoning District
North	Commercial	<i>Commercial/ Office/Residential Transition</i>	Palmetto Pointe Planned Commercial Development (PCD)
South	Clyde Morris Blvd.; Mobile Home Park	<i>Urban Medium Density Residential; Office/Residential Transition</i>	Residential Mobile Home (RMH)
West	Clyde Morris Blvd.; vacant commercial; mobile home park	<i>Commercial; Urban Medium Density Residential</i>	Palmetto Pointe PCD; Groves PCD, Colony in The Wood Planned Unit Development (PUD); Residential Mobile Home (RMH)
East	Bruner Road; Single-Family; City owned land; Police Department	<i>Suburban Residential; Urban Low Intensity; Urban Medium Density Residential; Office/Residential Transition</i>	Single Family Residential (R-8SF); Volusia County MH-1; Multi-Family Residential (R-3L); Government Public Use (GPU)

Schools

The Volusia County School District reviewed the proposed rezoning for impacts to school capacity and determined that there is adequate school capacity for the estimated 49 students anticipated to be generated by the proposed rezoning. If the rezoning is approved, further review will be conducted by the Volusia County School District for capacity reservation for the schools in the proposed development's school zone.

Smart Growth Summary

The proposed rezoning expands housing choices by developing areas of infill or underutilized vacant land within the City that has accesses to existing infrastructure and services (water, sewer, roads, schools, etc.) [Future Land Use Element, Policy 1.2.4 and 2.3.8] and continues a development pattern in this area of offering different residential unit types that can allow for senior citizens to stay within the City as they age, single adults to afford a place to live, and families to find a safe, attractive residential option they can afford near desired amenities and services. Creating residential housing options near established commercial nodes also provides residents with close access to necessary services, creates new business opportunities to serve new and existing residents, and strengthens the local tax base through maintaining and expanding commercial uses.

The proposed development of subject property will connect to the sidewalk network on Clyde Morris Boulevard and construct a sidewalk along Bruner Road connecting to Clyde Morris Boulevard. This will promote walking and biking to established commercial development, offices, services, multi-modal facilities (Votran bus service, sidewalks and bike lanes) along the Clyde Morris Boulevard and Madeline Avenue corridors and provides residents the option of walking, bicycling, taking public transportation to nearby retail, offices, schools, houses of worship, parks, and other amenities. In addition, creating residential housing options near retail, offices, schools, houses of worship, parks, and other amenities can require less vehicle trips and vehicle miles on the City's roadway network as these uses are nearby residential areas.

The infill development of this property with residential uses would utilize existing infrastructure (roads, sewer, water, etc.), discourages sprawl, and is anticipated to maintain or improve local commercial businesses in this area.

Public Notice

On May 22, 2020, staff posted the property notifying the public of the proposed amendment. As of the time this agenda item was prepared, staff has received 20 inquiries regarding the proposed amendment with general inquiries regarding what type of development is being proposed as well as environmental and traffic concerns including opposition of access to Bruner Road as well as the construction of the remainder of Bruner Road.

Staff Recommendation

Staff recommends approval of the request to rezone ±35 acres from Planned Unit Development (PUD) to Moderate Density Multi-family Residential (R-3M) District.

Attachments

Exhibit 1 – List of permitted uses for R-3M

Exhibit 1

Section 12: - Moderate density multifamily residential (R-3M) district.

(a) Purpose and intent. The moderate density multifamily residential (R-3M) district is intended to provide moderate density multifamily development on relatively large tracts of land in single or common ownership.

(b) Permitted uses.

(1) Multifamily dwellings (12 units per gross acre maximum allowable density).

(bb) Permitted uses with special development requirements (chapter 18, section 4).

(1) Assisted living facilities (subsection 1).

(2) Childcare centers (subsection 4).

(3) Clubs, lodges, and fraternal organizations (subsection 5).

(4) Nursing homes (subsection 10).

(5) Community gardens (subsection 5.1).

(c) Special exception uses (chapter 18, section 3).

(1) Houses of worship (subsection 8).

(2) Private schools (subsection 16).



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 12/1/2020

Consent item: No

SUBJECT: (H20) Second Reading - Ordinance No. 2020-38 - Animal Control Ordinance Amendment - Re: Adequate Shelter and Anti-tethering

DEPARTMENT: Police Services

GOAL:

RECOMMENDED MOTION: Move to approve Ordinance No. 2020-38.

SUMMARY: Animal Control Ordinance Amendment - Re: Adequate Shelter and Anti-teathering

Project No.: Funding Account No.:

Presenter: Thomas Grimaldi

ATTACHMENTS:

1.	Ordinance No. 2020-38	Ordinance No. 2020-38.pdf
2.	Ord No 2020-38	Ord No 2020-38.pdf

Robin Fenwick

Created/Initiated - 11/18/2020

ORDINANCE NO. 2020-38

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, AMENDING CHAPTER 10, SECTION 10-3, CODE OF ORDINANCES, TO ADD DEFINITIONS FOR “ADEQUATE FOOD”, “ADEQUATE WATER”, AND “ADEQUATE SHELTER”; AMENDING CHAPTER 10 TO ADD REGULATIONS RELATED TO TETHERING DOGS OR CATS TO STATIONARY OBJECTS WHILE OUTDOORS; PROVIDING FOR CODIFICATION; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council recognizes the need to regulate the possession, ownership, care and custody of animals; and

WHEREAS, the City, by defining what it considers “adequate” food, water and shelter in the City’s Animal Control Ordinance, will establish clear expectations for the proper care of pets; and

WHEREAS, the improper and unsafe tethering of dogs or cats may place them in harm’s way, including the risk of injury or death, and constitutes a form of abuse or neglect; and

WHEREAS, the City of Port Orange desires to enhance its animal control regulations by adopting rules that will prevent the inhumane tethering of dogs and cats; and

WHEREAS, for purposes of this ordinance words with underlined (underlined) type shall constitute additions to the original text and words with strikethrough (~~strikethrough~~) type shall constitute deletions from the original text.

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

Section 1. Section 10-3 of the Code of Ordinances, City of Port Orange, Florida, is hereby amended to add the following defined terms:

Sec. 10-3. - Definitions.

Adequate food means uncontaminated, wholesome, palatable food, of enough quantity and nutritive value to maintain the normal condition and weight of the animal, and appropriate for the species and the individual animal's age and condition.

Adequate shelter means a covering that is structurally sound and suitable for the species, age, condition, size, and type of each animal; is properly ventilated; provides adequate space for each animal; protects each animal from rain or direct sunlight; and is properly cleaned.

Adequate water means continual access to a supply of clean, fresh, potable water provided in a sanitary manner suitable for the species, and in sufficient amounts to maintain good health, and provided in a secure manner so that the container cannot be overturned.

* * *

Section 2. Section 10-23 of the Code of Ordinances, City of Port Orange, Florida, is hereby established and shall read as follows:

Sec. 10-23. – Prohibition of tethering dogs or cats to stationary objects while outdoors; exception.

(a) No person shall tether a dog or a cat to a stationary object while outdoors, except as permitted in subsection (b) below.

(b) An exception to the tethering prohibition is permitted if all of the following conditions are met:

- (1) The dog or cat is in visible range of the owner or responsible party, which person must also be outside with the dog or cat at all times. There is an authorized narrow exception to this sub-condition: The dog or cat owner, or responsible person, may leave a dog or cat tethered outdoors on the property for a reasonable period not to exceed thirty (30) minutes while such owner or responsible person performs temporary tasks indoors or on another section of the property. The owner or responsible person shall not leave a dog or cat tethered outdoors on unoccupied, vacant, or abandoned property.
- (2) The tether is connected with a swivel hook to the dog or cat's buckle-type collar or a body harness made of nylon or leather that is of sufficient size to adequately and safely restrain the dog or cat.
- (3) The tether is of a size and weight that is reasonably necessary to safely restrain the dog or cat without placing excessive strain or weight on the dog or cat. The weight of the tether should not exceed one-tenth of the dog or cat's weight. The length of the tether should be at least the greater of either five times the length of the animal measured from the nose to the tip of its tail, or ten feet. The trolley cable should not be elevated more than seven feet above the surface.

- (4) The dog or cat is not tethered outside in periods of extreme weather, including but not limited to extreme heat (in excess of 90 degrees) or cold (lower than 50 degrees), thunderstorms, lightning, tornadoes, tropical storms, or hurricanes.
- (5) The dog or cat has access to adequate water, shelter, food, and dry ground.
- (6) The tether must be secured in such a way that it cannot become entangled with other objects and deprive the dog or cat of water, shelter, food, or dry ground.
- (7) The dog or cat is at least six (6) months of age.
- (8) The dog or cat is not sick or injured.
- (9) If there are multiple dogs and/or cats, each animal must be tethered separately.
- (10) There shall be no tethering of any dog or cat from dusk until dawn.

Section 4. The provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Port Orange and the Sections of this Ordinance may be renumbered or re-lettered to accomplish such intention. The Code codifier is granted liberal authority to codify the provisions of this Ordinance.

Section 5. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

Section 6. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provision of this ordinance are declared severable.

Section 7. This Ordinance shall be become effective upon adoption.

MAYOR DONALD O. BURNETTE

ATTEST:

Robin L. Fenwick, MMC, City Clerk

Passed on first reading this _____ day of _____, 2020.

Passed and adopted on second reading and final reading on the ____ day of _____, 2020.

Reviewed and approved: _____
Matthew J. Jones, City Attorney

ORDINANCE NO. 2020-38

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WHEREAS, the City Council recognizes the need to regulate the possession, ownership, care and custody of animals; and

WHEREAS, the City, by defining what it considers “adequate” food, water and shelter in the City’s Animal Control Ordinance, will establish clear expectations for the proper care of pets; and

WHEREAS, the improper and unsafe tethering of dogs or cats may place them in harm’s way, including the risk of injury or death, and constitutes a form of abuse or neglect; and

WHEREAS, the City of Port Orange desires to enhance its animal control regulations by adopting rules that will prevent the inhumane tethering of dogs and cats; and

WHEREAS, for purposes of this ordinance words with underlined (underlined) type shall constitute additions to the original text and words with strikethrough (~~strikethrough~~) type shall constitute deletions from the original text.

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Adequate shelter means provision of and access to a secure weather resistant shelter that is suitable for the species, age, condition, height, size, breed and type of each animal; provides adequate air ventilation, adequate space for each animal to stand up and turn around; is safe and protects each animal from injury, rain, hail, direct sunlight, the adverse effects of heat or cold, physical suffering, and impairment of health; is properly lighted; is properly cleaned; enables each animal to be clean and dry, except when detrimental to the species; during hot weather, is properly shaded with a covering and does not readily conduct heat; during cold weather, has a windbreak at its entrance and provides a quantity of bedding material consisting of straw, cedar shavings, or the equivalent that is sufficient to protect the animal from cold and promote the retention of body heat; and, for dogs and cats, provides a solid surface, resting platform, pad, floormat, or similar device that is large enough for the animal to lie on in a normal manner and can be maintained in a sanitary manner. Under this chapter, shelters whose wire, grid, or slat floors: (i) permit the animals' feet to pass through the

openings; (ii) sag under the animals' weight; or (iii) otherwise do not protect the animals' feet or toes from injury are not adequate shelter.

Adequate water means continual access to a supply of clean, fresh, potable water provided in a sanitary manner suitable for the species, and in sufficient amounts to maintain good health, and provided in a secure manner so that the container cannot be overturned.

* * *

Section 2. Section 10-23 of the Code of Ordinances, City of Port Orange, Florida, is hereby established and shall read as follows:

Sec. 10-23. – Prohibition of tethering dogs or cats to stationary objects while outdoors; exception.

(a) No person shall tether a dog or a cat to a stationary object while outdoors, except as permitted in subsection (b) below.

(b) An exception to the tethering prohibition is permitted if all of the following conditions are met:

- (1) The dog or cat is in visible range of the owner or responsible party, which person must also be outside with the dog or cat at all times. There is an authorized narrow exception to this sub-condition: The dog or cat owner, or responsible person, may leave a dog or cat tethered outdoors on the property for a reasonable period not to exceed thirty (30) minutes while such owner or responsible person performs temporary tasks indoors or on another section of

the property. The owner or responsible person shall not leave a dog or cat tethered outdoors on unoccupied, vacant, or abandoned property.

- (2) The tether is connected with a swivel hook to the dog or cat's buckle-type collar or a body harness made of nylon or leather that is of sufficient size to adequately and safely restrain the dog or cat.
- (3) The tether is of a size and weight that is reasonably necessary to safely restrain the dog or cat without placing excessive strain or weight on the dog or cat. The weight of the tether should not exceed one-tenth of the dog or cat's weight. The length of the tether should be at least the greater of either five times the length of the animal measured from the nose to the tip of its tail, or ten feet. The trolley cable should not be elevated more than seven feet above the surface.
- (4) The dog or cat is not tethered outside in periods of extreme weather, including but not limited to extreme heat (in excess of 90 degrees) or cold (lower than 50 degrees), thunderstorms, lightning, tornadoes, tropical storms, or hurricanes.
- (5) The dog or cat has access to adequate water, shelter, food, and dry ground.
- (6) The tether must be secured in such a way that it cannot become entangled with other objects and deprive the dog or cat of water, shelter, food, or dry ground.
- (7) The dog or cat is at least six (6) months of age.
- (8) The dog or cat is not sick or injured.

(9) If there are multiple dogs and/or cats, each animal must be tethered separately.

(10) There shall be no tethering of any dog or cat from dusk until dawn.

Section 4. The provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Port Orange and the Sections of this Ordinance may be renumbered or re-lettered to accomplish such intention. The Code codifier is granted liberal authority to codify the provisions of this Ordinance.

Section 5. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

Section 6. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provision of this ordinance are declared severable.

Section 7. This Ordinance shall be become effective upon adoption.

[REMAINDER OF PAGE LEFT BLANK]

MAYOR DONALD O. BURNETTE

ATTEST:

Robin L. Fenwick, MMC, City Clerk

Passed on first reading this _____ day of _____, 2020.

Passed and adopted on second reading and final reading on the ____ day of _____, 2020.

Reviewed and approved: _____
Matthew J. Jones, City Attorney



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 12/1/2020

Consent item: No

SUBJECT: (I21) Discussion on Interim City Manager Compensation

DEPARTMENT: Administrative Services

GOAL:

RECOMMENDED MOTION:

SUMMARY: Alan Rosen will be working at a higher classification for more than 30 days as the Interim City Manager. Under the City's Civil Service Rules and Regulations (Sec. 5.12), an employee who serves for more than 30 days at a higher classification is entitled to be paid a higher pay grade during such temporary service. This policy is not binding on the City Council, but may be used to guide this discussion.

Staff is seeking direction on what adjustment, if any, should be made to the compensation of Alan Rosen while serving as the Interim City Manager.

Project No.: Funding Account No.:

Presenter: Jamie Miller

ATTACHMENTS:

Robin Fenwick	Created/Initiated - 11/16/2020
Matthew Jones	Approved - 11/24/2020
Jamie Miller	Approved - 11/24/2020
Alan Rosen	Approved - 11/24/2020
Robin Fenwick	Final Approval - 11/24/2020



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 12/1/2020

Consent item: No

SUBJECT: (I22) Discussion of YMCA Rent Deferral Agreement

DEPARTMENT: City Manager

GOAL: 5 - Fiscal Sustainability

RECOMMENDED MOTION:

SUMMARY: The YMCA currently leases 4701 City Center Parkway from the city to run its programs in Port Orange and has done so continuously since October 1989. The most current lease was executed in December 2017 and expires in December of 2027. The current rental amount was derived from the broker opinion of value for rent per square foot and from the amount of revenue the city needed over time to finance the capital needs of the building without having to dip into the general fund.

The Broker Opinion of Value from September 2016 indicated that the going rent per square foot per year at that time for that building would have been between \$5.50 - \$6.50/Sq. Ft. However, the rent was initiated in 2017 at \$4.94/sq. ft. and is currently (excluding deferment) \$5.19/Sq. Ft. In contrast, the YMCA subleases 2,270 sq. ft. to a corporation doing business as Brooks Health for \$15.98/sq. ft. This sublease is year to year and it is required that the City approve of the sublease every year, but staff has not heard whether it will be renewed for 2021. Recently, the YMCA approached the City with a request for deferred rent payments due to their financial situation. In September, the City Council and the YMCA agreed to a 2-month deferral of rent for October and November 2020. This deferral came with the understanding that the City and YMCA would bring back a plan for City Council to consider before December 1st. The proposed plan was to include the repayment of this deferral in the lease addendum.

Staff worked to update the capital needs plan for this building but was unable to complete the plan before December 1st. At the November 17th meeting, Council agreed to an extension of the deferral/reduction of rent through December in order to give staff more time to finish their analysis. The new agreement allows YMCA to pay 50% rent for December.

In the long term, YMCA has requested that the City reduce rent by 50% for calendar year 2021. They then propose to pay regular rent, plus 20% of the deferred amount between 2022 and 2025. After that period, rent would fall back to amounts originally included in the current lease. Please see attached documentation for clear rent timeline scenarios.

Based on the capital needs of the building, the fund that accounts for these expenses will be able to pay for the capital needs without dipping into the general fund even if the

city allows the YMCA to defer rent as requested. However, if the YMCA is not able to pay back the deferred rent, the general fund will need to supplement for the needs of the building in FY 2024, but only for that year. As long as rent continues to be paid, the fund should be sufficient to meet all obligations.

Council has the following options:

1. Abide by the current lease and do not provide any more subsidy (albeit temporary) for the YMCA. Based on the prior BOV and the current rent, the City is already providing a subsidy to the YMCA for the use of the building. The City does not provide a subsidy of this size to any other profit or non-profit agency in the City. In addition, there are private companies in Port Orange that are in direct competition for the services provided by the YMCA. However, there may be some benefit to the residents of Port Orange by having the YMCA within the City limits. Although this benefit may already be accounted for in the reduced rent already in place.
2. Agree to the YMCA's proposal and allow them to pay 50% rent in calendar year 2021. Also, require the YMCA to reimburse all deferred rent between calendar years 2022 – 2026. This assumes that the financial situation of the YMCA improves in the future and they can pay the current rent and the deferred rent on top of the original agreed upon amount. There is currently no guarantee that this money will be returned to the City or that the YMCA will be able to pay their current obligations going forward.
3. Provide YMCA with the agreed upon 18-month notice to cancel the lease at this time (either with or without some level of reduced rent during that period). This would allow both the City and YMCA to make long-term plans regarding the building and budget accordingly. The City would put a plan together for Council to consider during the upcoming budget process that could include other possible partners to help defer the cost of the entire building.

Recommendation:

Staff recommends providing YMCA 18-month notice of intent to end the lease agreement if the proposed financial and operations plan of the organization is not sufficient to ensure sufficient future revenue to maintain the building. This direction will be needed because if the YMCA vacates, the City will need as much money up front as possible to prepare the building sooner rather than later for a transition. If we forgo rent, more of the burden will fall to the taxpayers of Port Orange versus the current tenant with whom we set rent at a level to care for the building as needed.

In addition to the capital needs of the building that are the responsibility of the City per the lease agreement, there are some additional items of note that the YMCA has not been able to complete due to either funding or staffing shortages. These include grounds maintenance and regular resurfacing of the basketball, exercise rooms and racquetball courts. The YMCA has also indicated they would like to renovate some of the gym space, which the City has not priced out and is not included in the proposed capital costs.

Project No.: Funding Account No.:

Presenter: Alan Rosen

ATTACHMENTS:

1.	YMCA Amendment 7 2017 Fully Executed	YMCA Amendment 7 2017 Fully Executed.pdf
2.	YMCA Waiver and Deferral Letter	YMCA Waiver and Deferral Letter.pdf
3.	YMCA Waiver and Deferral Letter2	YMCA Waiver and Deferral Letter2.pdf
4.	renovationmemo2020	renovationmemo2020.doc
5.	Fund Balance Forecast FY 2021 - FY 2028	Fund Balance Forecast FY 2021 - FY 2028.docx

Robin Fenwick	Created/Initiated - 11/17/2020
Alan Rosen	Approved - 11/19/2020
Scott Neils	Approved - 11/23/2020
Matthew Jones	Approved - 11/24/2020
Alan Rosen	Approved - 11/24/2020
Robin Fenwick	Final Approval - 11/24/2020

**SEVENTH AMENDMENT AND RESTATEMENT OF
CITY OF PORT ORANGE-YMCA LEASE AGREEMENT**

THIS SEVENTH AMENDMENT AND RESTATEMENT OF CITY OF PORT ORANGE-YMCA LEASE AGREEMENT ("Restated Lease Agreement") is made and entered into this 12th day of December, 2017, by and between the **CITY OF PORT ORANGE**, a Florida municipality ("City") and **VOLUSIA/FLAGLER FAMILY YOUNG MEN'S CHRISTIAN ASSOCIATION, INC.** formerly known as The Greater Daytona Beach Area Young Men's Christian Association, Inc. ("YMCA" or "Lessee"). (City and YMCA shall be collectively referred to herein as the "Parties.")

WHEREAS, on October 11, 1989, City and YMCA executed City of Port Orange-YMCA Lease Agreement (the "Original Lease Agreement"); and

WHEREAS, the Original Lease Agreement provides for City to sublease the Demised Premises to YMCA for the operation and maintenance of a recreational facility; and

WHEREAS, at the time the Original Lease Agreement was entered into, the correct name for YMCA was "The Greater Daytona Beach Area Young Men's Christian Association, Inc."; and

WHEREAS, on April 21, 1992, City and YMCA executed Amendment No. 1 to the Original Lease Agreement ("Amendment No. 1"); and

WHEREAS, on November 3, 1998, City and YMCA executed Amendment No. 2 to the Original Lease Agreement ("Amendment No. 2"); and

WHEREAS, on August 3, 1999, City and YMCA executed Amendment No. 3 to the Original Lease Agreement ("Amendment No. 3"); and

WHEREAS, on July 24, 2001, City and YMCA executed a second Amendment No. 3 to the Original Lease Agreement ("Second Amendment No. 3"); and

WHEREAS, on June 20, 2008, The Greater Daytona Beach Area Young Men's Christian Association, Inc. and West Volusia Family Young Men's Christian Association, a Florida not-for-profit corporation filed Articles of Merger with the Florida Department of State, Division of Corporations, wherein the surviving entity was West Volusia Family Young Men's Christian Association, a Florida not-for-profit corporation; and

WHEREAS, on June 26, 2008, West Volusia Family Young Men's Christian Association, Inc. filed Articles of Amendment to Articles of Incorporation with the Florida Department of State, Division of Corporations, wherein the name of the corporation was changed to Volusia/Flagler Family Young Men's Christian Association, Inc., a Florida not-for-profit corporation; and

WHEREAS, Amendment No. 4 to the Original Lease Agreement, dated April 1, 2014, was executed by the City and YMCA in November, 2014 ("Amendment No.4"); and

WHEREAS, Amendment No. 5 to the Original Lease Agreement, dated October 4, 2016, was executed by the City and YMCA for the purpose of extending the Original Lease Agreement, as amended, for one year, expiring October 11, 2017 ("Amendment No. 5"); and

WHEREAS, Amendment No. 6 to the Original Lease Agreement, dated October 3, 2017, was executed by the City and YMCA for the purpose of extending the Original Lease Agreement, as amended, expiring December 31, 2017 ("Amendment No. 6"); and

WHEREAS, City and YMCA desire to amend and clarify various provisions of the Original Lease Agreement, as amended. This Restated Lease Agreement shall be an amendment and restatement of, and shall supersede and replace the Original Lease Agreement, Amendment No. 1, Amendment No. 2, Amendment No. 3, Second Amendment No. 3, Amendment No. 4, Amendment No. 5, and Amendment No. 6.

NOW, THEREFORE, in consideration of the terms conditions, promises, covenants and payments hereinafter set forth, City and YMCA agree as follows:

1. The foregoing premises are true and correct and incorporated herein by reference.
2. The Parties hereby acknowledge that the Volusia/Flagler Family Young Men's Christian Association, Inc. shall be the Lessee under the Lease Agreement.
3. **Demised Premises.** The City is the owner of and hereby leases to YMCA and YMCA hereby leases and rents from City the land and improvements located thereon as more specifically defined hereafter. The demised premises is commonly referred to as the "YMCA" consisting of certain buildings, structures, and facilities, together with pool, pool deck, stormwater areas, common grounds and vehicular parking facilities located at 4701 City Center Pkwy. Port Orange, Volusia County, Florida and more particularly described on **Exhibit "A"**, attached hereto and made apart hereof by reference ("Demised Premises"). YMCA shall occupy the Demised Premises as approved by the City Manager and the Parks and Recreation Director.
4. **Contract Management.** The City Manager shall be designated as the Lease Administrator for the City. The City Manager, or his designee, shall oversee the administration of this Restated Lease Agreement.
5. **Term.** The term of this Restated Agreement shall be 10 years, commencing on the 1st day of January, 2018, and extending until midnight on December 31, 2027, and for any additional periods of time during which the Demised Premises is leased by YMCA.

6. **As-Is Condition.** YMCA, being the present occupant of the Demised Premises pursuant to the Original Lease, as amended, acknowledges that it is familiar with the physical condition of the Demised Premises, that it will accept and occupy the Demised Premises under this Restated Lease Agreement in "AS IS" condition as the Demised Premises exists on the date of this Restated Lease Agreement, and that City shall have no obligation to improve, repair or prepare the Demised Premises, prior to the Commencement Date or, except as otherwise expressly set forth in this Restated Lease Agreement, after the Commencement Date, for occupancy by YMCA under this Restated Lease Agreement. YMCA ACKNOWLEDGES THAT EXCEPT AS EXPRESSLY SET FORTH IN THIS LEASE, NEITHER CITY NOR ANY AGENT OF CITY HAS MADE ANY REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, AS TO THE PRESENT OR FUTURE SUITABILITY OF THE DEMISED PREMISES FOR THE CONDUCT OF YMCAS USES THEREON.
7. **Rental Payments.**
- a. YMCA covenants and agrees to pay to the City, as a rental payment, as described in this Section 7 of this Restated Lease Agreement, which shall be payable on the first day of the month and each successive first day of the month thereafter, in advance, without notice or demand, commencing January 1, 2018, hereafter referred to as the "Date of First Payment" and shall be delivered to: City of Port Orange, FL Attention: Accounts Receivable, 1000 City Center Circle, Port Orange, FL 32129. The rental specified herein shall be net to the City during the term of this Restated Lease Agreement. The rental shall include the City's cost of insurance for the real property and general liability, cost of maintaining the structural, mechanical, electrical, plumbing, access equipment, if any, and other components for the building of the Demised Premises, as more specifically defined in Section 10. All other costs, expenses and obligations of every kind including but not limited to electric, water, and sanitary sewer services, telecommunications services, insurance, maintenance, janitorial and cleaning services, and maintenance of the surrounding grounds services relating to the Demised Premises, which may arise or become due during the term of this Restated Lease Agreement shall be paid by YMCA. The City shall be indemnified by YMCA against such costs, expenses, and obligations. The rental rate shall be based upon the square footage of the Demised Premises totaling 43,293 square feet as follows:

Lease Period	Square Feet	Rate per Square Foot Per Year	Monthly Rent	Total Period Rent
Jan. 1, 2018 - Dec. 31, 2018	43,293	\$4.94	\$17,822.29	\$213,867.42
Jan. 1, 2019 - Dec. 31, 2019	43,293	\$5.09	\$18,363.45	\$220,361.37
Jan. 1, 2020 - Dec. 31, 2020	43,293	\$5.19	\$18,724.22	\$224,690.67
Jan. 1, 2021 - Dec. 31, 2021	43,293	\$5.30	\$19,121.08	\$229,452.90
Jan. 1, 2022 - Dec. 31, 2022	43,293	\$5.40	\$19,481.85	\$233,782.20
Jan. 1, 2023 - Dec. 31, 2023	43,293	\$5.51	\$19,878.70	\$238,544.43
Jan. 1, 2024 - Dec. 31, 2024	43,293	\$5.62	\$20,275.56	\$243,306.66
Jan. 1, 2025 - Dec. 31, 2025	43,293	\$5.73	\$20,672.41	\$248,068.89
Jan. 1, 2026 - Dec. 31, 2026	43,293	\$5.85	\$21,105.34	\$253,264.05
Jan. 1, 2027 - Dec. 31, 2027	43,293	\$5.96	\$21,502.19	\$258,026.28

- b. YMCA acknowledges and agrees that the funds designated to the previously referred to "Renewal and Replacement Fund" shall belong to the City. Furthermore, any expenditures for capital improvements to the Demised Premises shall be made only in accordance with the approved budget and shall comply with the City's purchasing and accounting procedures.

8. Use of Premises.

- a. YMCA shall use the Demised Premises for a YMCA facility and for such other purposes as shall be approved by the City. YMCA shall comply with all federal, state and local laws, rules and regulations applicable to the use of the Demised Premises. Parties hereto agree to coordinate any special events and/or programs within their operations, subject to the terms and conditions contained herein.
- b. The City reserves the right upon 24 hours' notice to YMCA to use the Demised Premises for an emergency evacuation shelter for persons designated by the City. The City shall make every effort to coordinate the timing of the access. Such use shall be considered an operation of the City who shall be responsible for any damage resulting from said operation. Similarly, in the event of such use as designated by the City, YMCA shall be entitled to reimbursement from the City of any and all reasonable and necessary utility services charges incurred by YMCA based on how many days the City occupies the YMCA facility during an emergency event. YMCA shall provide a breakdown of the utility services billing for the days the City occupied the Demised Premises in accordance with the billing from the utility provider. Said utility billing is an obligation of the YMCA as described in Section 7.a. of this Restated Lease Agreement. The City will reimburse the YMCA at the per diem

rate of the monthly rent for the number of days the City uses the YMCA facilities as an emergency shelter. The City will act as a quickly as possible to restore the Demised Premises to its prior condition just before the emergency event occurred.

- c. The City reserves the right to use the gym and pool facilities located on the Demised Premises for City sponsored programs and events, subject to the following conditions:
 - i. Use of said facilities by City shall not exceed a total of five hundred twenty (520) hours per calendar year.
 - ii. Any hours not used within one (1) calendar year shall not be carried over into the next calendar year.
 - iii. City shall provide to the YMCA one hundred eighty (180) days notice of the dates and times for use of said facilities. Thereafter, YMCA and City shall have 30 days to effectuate an agreement of dates and times for the City's use of the facilities. Use of the gym and pool by the City shall be subject to mutual agreement between the director of the YMCA's Port Orange branch and the City's Parks and Recreation Director. However, YMCA agrees to make every effort to accommodate the City's timely request of use of said facilities. To that end, YMCA recognizes the primary use of the facilities is anticipated to be during the days of Monday through Friday between the hours of 9:00 a.m. and 4:00 p.m. and so shall take into consideration when scheduling. City's use of the pool is not intended to be exclusive or prohibit YMCA members simultaneous use of the pool. However, in light of the extended notice requirement, YMCA shall not unreasonably deny the use of said facilities upon timely notice by the City.
- d. The City further reserves the right to use the parking areas and drive aisles located on the Demised Premises for special events and activities, including but not limited to Family Days, Lakeside Jazz Fest, Fourth of July and the Art Show, conducted on any portion of adjacent City property, including but not limited to, City Hall, gymnasium, athletic fields, municipal complex and grounds, subject to written notice 90 days in advance by City to the director of the Port Orange YMCA and YMCA President.
- e. Schedule of Operation. The Port Orange YMCA Management will determine the hours of operation of the Port Orange YMCA. The same shall be in accordance with nationwide and local YMCA practices and policies.

- f. Concessions. The YMCA may, but shall not be required to, dispense food and/or drink on the Demised Premises for consumption by users of the YMCA facilities.
 - g. Fees. The right to set and control fees charged to members and non-members by the YMCA shall remain with the YMCA and shall not be within the control or directive of the City.
 - h. Compatibility. The YMCA agrees to operate, maintain and promote the operation and maintenance of the facility in a manner consistent with nationwide and local YMCA policies and practices. The YMCA's operation of the facility shall be in accordance with applicable City regulations. The YMCA further agrees to comply with the reasonable request of the City pertaining to the operation and promotion of the facility in order to provide for the safety of YMCA members and the public. YMCA agrees that its operation of the facility as a YMCA facility will not unreasonably interfere with the use of the contiguous park area by members of the general public or by the City. It is the Parties' intention that the operation of the facility will be compatible with the Parks and Recreation programs of the City and/or programs within their operations. Nothing in this Restated Lease Agreement shall prohibit the City from providing any and all programming it deems necessary to meet the needs of the Port Orange community. YMCA agrees that it will not discriminate in its hiring or promotional practices.
 - i. Additional Taxes. The Parties acknowledge that as a YMCA facility, YMCA presently enjoys a tax exempt status, however, to the extent the same may be applicable, YMCA shall pay all taxes, including any taxes due on any rent payable under this lease, all personal property taxes, all real property taxes, leasehold improvement and/or leasehold interest taxes, sales taxes which may be assessed against or arise by reason of YMCA's leasing of the Demised Premises or its operation of the facilities as a YMCA facility.
9. **YMCA Alterations, Additions, and Improvements.** To meet its changing needs, YMCA, at its own expense, may make Alterations, hereinafter defined, from time to time. YMCA shall not, without first obtaining the written consent of the City, make any alterations, additions or improvements (collectively, "Alterations") in, to or about the Demised Premises, except as stated herein. Unless the Alterations affect the Demised Premises common facilities or systems or would otherwise require a building permit, City shall not unreasonably withhold or delay its consent to non-structural or non-mechanical Alterations. YMCA may perform minor Alterations that would be considered exclusively cosmetic improvements, having no impact on the structure or the mechanical systems, such as painting, carpet, and/or window

coverings, without the prior consent of the City. Except as stated herein, all Alterations to the Demised Premises shall be subject to review for compliance and written approval by the City Manager prior to such Alterations being made.

- a. City shall not be required to consent to and YMCA shall not make any Alterations affecting the Structural Elements or Mechanical Systems, both terms defined hereinafter, of the Demised Premises. "Structural Elements" shall be defined as one which is necessary to hold the building together, such as the foundation, walls, roof and floor structure, and shall include the pool. "Mechanical Elements" shall be defined to include the access equipment, electrical, plumbing, heating, ventilation and air-conditioning systems of the Demised Premises.
- b. Prior to making any Alterations, YMCA shall submit to City detailed plans and specifications for Alterations. All Alterations shall be accomplished in accordance with the following conditions:
 - i. For all contemplated Alterations to the components of the building and surrounding site improvements of the Demised Premises, YMCA shall obtain written approval from the City Manager who shall be the Lease Administrator for the City.
 - ii. YMCA shall apply for and obtain such permits as may be required under the Land Development Code of the City of Port Orange, Florida and other governing entities, if applicable. YMCA shall provide performance and payment bonds equal to the value of all contracts for improvements naming the City as an insured.
 - iii. YMCA shall do all things necessary to prevent the filing of any liens for work, labor, services or materials performed or supplied or claimed to have been performed or supplied to YMCA, or anyone holding the Demised Premises, or any part of them, through or under YMCA. If any claim of lien is filed, YMCA shall have it canceled of record within thirty (30) days after the date of the filing or, if YMCA in good faith determines that the lien should be contested, YMCA shall furnish security to release the claim of lien as a lien against the property and to prevent any foreclosure, pending resolution of the contest.
 - iv. If YMCA does not release the claim of lien, the City may, but shall not be obligated to, release the claim of lien either by paying the amount claimed to be due or by procuring the release of claim of lien by giving security or in such other manner as may be prescribed by law. YMCA shall repay to the City all sums disbursed or deposited by the City

pursuant to the foregoing provisions of this paragraph, including the City's cost, expenses and attorneys' fees reasonably incurred in connection therewith as additional rent hereunder on demand. Nothing contained herein shall imply any consent or agreement of the City to subject their interests to liability under any mechanics' or other lien law whether or not the performance or the furnishing of such work, labor, services, or materials to YMCA or anyone holding the Demised Premises, or any part of them, through or under YMCA has been consented to by the City.

- c. YMCA Alterations shall not impair the Structural Elements and Mechanical Systems of the Demised Premises. Prior to commencement of construction, YMCA's licensed architect or engineer shall certify to the City that such Alterations shall not, impair the structural strength of any component of the applicable element or overburden or impair the operating efficiency of the electrical, water, plumbing, HVAC or other building systems of the Demised Premises. If the proposed Alterations necessitate an upgrade to the Structural Elements or Mechanical Systems of the Demised Premises, then YMCA shall be responsible for the costs of said upgrade to the affected Structural Element or Mechanical System. Further, any Alterations determined to have contributed to the premature failure of a Structural Element or Mechanical System of the Demised Premises shall be repaired or replaced as necessary by the YMCA, at the YMCA's expense.
- d. If YMCA makes unapproved Alterations to the Demised Premises, YMCA shall be responsible for returning the Demised Premises to its prior configuration at YMCA's expense.

10. Maintenance and Repairs to Demised Premises.

- a. YMCA Maintenance Responsibility.
 - i. YMCA shall be responsible for all costs, expenses and obligations related to day-to-day operations, repairs, replacements, and all routine maintenance necessary to maintain the interior, non-structural components of the Demised Premises, including but not limited to day-to-day, routine maintenance, janitorial and cleaning services, electric, water, and sanitary sewer services, telecommunications services, and maintenance of the surrounding grounds areas within the Demised Premises which may arise or become due during the term of this Restated Lease Agreement. Grounds maintenance shall include but not be limited to mowing, edging, landscaping and any necessary replacement thereof, irrigation and irrigation system, and tree trimming within the Demised Premises. YMCA shall be

- responsible for the routine maintenance of parking areas, drives and sidewalks, including but not limited to the grass/ tree median areas throughout the parking lot area. It shall be the responsibility of the YMCA to notify the City of any necessary repairs to the parking areas, drives and sidewalks, as described hereinabove.
- ii. It shall be the responsibility of the YMCA to keep the Demised Premises clean, sanitary, and free from trash and debris. The complete upkeep and maintenance shall be borne by YMCA and YMCA agrees to maintain the Demised Premises in accordance with the terms and conditions of this Restated Lease Agreement, continuing service agreements, if any, the City's Land Development Code and consistent with prudent, well-reasoned maintenance procedures and techniques.
 - iii. YMCA shall refinish the wood floors of the Demised Premises no less than one time each calendar year of this Restated Lease Agreement. Upon completion, YMCA shall provide proof of such to the City within Thirty (30) days of completion.
 - iv. City shall perform monthly inspections of the Demised Premises on the first Wednesday of every month at or around 2 pm, unless otherwise agreed. YMCA is strongly encouraged to join in the monthly inspections, however, said inspections shall be performed with or without the YMCA present. City shall keep record of said inspections. City shall provide timely written notice of any defects or deficiencies in YMCA's responsibilities as established in this Restated Lease Agreement. Said notice shall be sent to the Director of the Port Orange YMCA and the Volusia/Flagler Family YMCA President. Both Parties agree a form checklist shall be used for routine inspection, said form shall be agreed upon and approved by both Parties. YMCA shall have the opportunity to cure said maintenance deficiency as set forth in Subsection 10.a.vi.
 - v. YMCA shall be responsible for notifying the City of any necessary repairs to the Structural Elements and Building Systems of the Demised Premises. Upon learning of defects or operational deficiencies with the structural or mechanical elements of the Demised Premises, YMCA shall provide timely verbal and written notice to the City identifying the Structural Element or the Mechanical System that requires repair, including the repair or replacement of the parking areas, drive aisles or sidewalks, as described in Section 10.b., if so required.
 - vi. Notwithstanding any language to the contrary, the Parties agree that the YMCA shall be solely responsible for the routine, ongoing maintenance of the Demised Premises to the reasonable standards established by, and to the satisfaction of, the City, judged by the standards established in other facilities of similar nature in the local area and as set forth in this Restated Lease Agreement. The City shall have reasonable access to the Demised Premises during

normal operating hours for purposes as set forth herein, and shall timely give YMCA written notice of any maintenance deficiency along with a time period of thirty (30) calendar days from date of notice to correct such deficiency. The Parties further agree that the YMCA's repeated (more than two instances within a twelve (12) month period) failure to maintain the Demised Premises to the stated standards shall constitute a material breach of the lease, and as such, shall be adequate cause for termination of this Restated Lease Agreement. Failure to maintain shall include failure to correct such deficiency upon timely notice.

vii. YMCA playground shall meet or exceed the requirements of the Florida Department of Children and Families standards.

viii. If the YMCA fails to maintain as set forth in this Section 10.a, then City shall have the right to correct said deficiency and YMCA agrees to reimburse the City for said costs and expenses upon receipt of invoice. Any reimbursement of costs and expenses shall be in addition to the regular rental payments. Failure to pay said invoice shall constitute a material breach of the lease, and as such, shall be adequate cause for termination of this Restated Lease Agreement.

b. City Maintenance Responsibility. The City is responsible for repair, replacement, and/or restoration of the Structural Elements of the building, and the Mechanical Systems of the Demised Premises, this includes painting of the exterior building. Upon learning of defects or deficiencies to the Structural Element and/or Mechanical System, the City will, within a reasonable time, commence and complete the repair, replacement or restoration of the Structural Element or Mechanical System to comply with all applicable building, plumbing, electrical, mechanical, accessibility and other codes and in compliance with the purchasing policies duly adopted by the City of Port Orange, Florida. Furthermore, City shall be responsible for the repair and replacement, when needed, of all parking areas, drives and sidewalks, made up of concrete and/or asphalt surfaces, at the Demised Premises. City will attempt in good faith not to disturb the conduct of YMCA's business more than is reasonably necessary under the circumstances.

11. **Items Installed by YMCA.** All building repairs, alterations, additions, improvements, installations, and other fixtures, by whomever installed or erected (except for such business trade fixtures and equipment belonging to YMCA as YMCA can remove without damage to the Demised Premises or building) shall belong to the City and remain on and be surrendered with the Demised Premises at the expiration of this Restated Lease Agreement. However, at City's option, YMCA shall remove YMCA's improvements prior to the expiration of this Lease and return the Demised Premises to their original condition. The cost of such improvements and the cost of operations and maintenance thereof shall be the responsibility of YMCA.

12. **Exercise Equipment.** Both Parties agree that upon execution of this Restated Lease Agreement, the City will donate and the YMCA accepts the donation of the City's exercise equipment previously purchased for the YMCA's use. It is acknowledged and understood that YMCA has had exclusive use of said equipment and has had sole maintenance responsibility since the purchase of said equipment. Upon execution of this Restated Lease Agreement, YMCA accepts said equipment donation in "as' is" condition and accepts any and all liability associated with said equipment donation. Said equipment being more particular described in **Exhibit "B"**, attached hereto and made a part hereof by reference.
13. **Signs.** YMCA, at YMCA's expense, shall have the right to place upon the Demised Premises such sign or signs as may be necessary to designate the Demised Premises. Such signs shall be maintained in good condition and repair at all times by the YMCA, at YMCA's expense, and shall comply with all zoning and sign requirements of the City of Port Orange. All permits necessary for such signs shall be obtained by YMCA at YMCA's expense.
14. **Utilities Services.** YMCA shall be responsible for all utility services and shall maintain an individual account with all the various providers. YMCA shall be responsible for arranging access to and all fees associated with telecommunications services; including but not necessarily limited to, telephone service, fire and security system monitoring, facsimile, and internet connection.
15. **The City's Right of Entry.** Unless otherwise stated herein, the City, or the City's agents or representatives, shall have the right to enter the Demised Premises during "normal operating hours" with 24 hours notice to YMCA to inspect the Demised Premises or to make repairs, additions, or alterations as may be deemed necessary for the safety of the public and/or patrons of the YMCA or for the preservation of the Demised Premises. The City shall make every effort to minimize the disruption to the routine business of the YMCA. The right of entry shall likewise exist for the purpose of removing placards, signs, fixtures, alterations, or additions which do not conform to this Restated Lease Agreement or to the rules and regulations of the Land Development Code as the same relates to the Demised Premises. It is further understood in the event of an emergency event, City shall have the right to enter without said notice in order to contain and/or secure the Demised Premises for the purposes of health, safety, welfare, and the preservation of the Demised Premises.
16. **Assignment and Subleasing.** YMCA shall not sell, assign, mortgage, pledge or in any manner transfer this Restated Lease Agreement or any estate or interest thereunder and shall not sublet the Demised Premises or any part thereof without prior written consent of the City in each instance. The consent by the City to any assignment or subletting shall not constitute a waiver of the

necessity for such consent to any subsequent assignment or subletting. The City may withhold its consent to a proposed assignment of lease or sublease for any reason and shall not be required to accept a proposed assignee or sublessee regardless of the reputation or financial responsibility of same. This prohibition against assigning or subletting shall be construed to include an assignment or subletting by operation of law. YMCA shall not permit any licensee or concessionaire therein without previous written consent of the City in each instance.

- a. Any sublessee shall be required to execute a written agreement assuming, in full, the obligations of YMCA under this Restated Lease Agreement, as may be amended, and agrees to be bound by all terms and conditions thereof. There shall be no sub-sublease allowed of the Demised Premises.
 - b. Any portion of the Demised Premises subleased shall be used for tax exempt purposes only, as approved by the City. Said sublessee shall be subject to the provisions of this Restated Lease Agreement, as may be amended from time to time.
 - c. Should YMCA assign or attempt to assign this Restated Lease Agreement or sublet any portion of the Demised Premises without prior written consent of the City, this Restated Lease Agreement shall be terminated forthwith, without prior notice to YMCA. No consent to assignment or encumbrance shall constitute a waiver of the provisions of this Section 16.
 - d. Notwithstanding the foregoing provisions of this Section 16, YMCA may assign or sublet the Demised Premises, without the City's consent, to any corporation or other such entity which controls, is controlled by or is under common control with YMCA, or to any other corporation or entity resulting from the merger or consolidation with YMCA or to any corporation or entity which acquires all or substantially all of the assets of YMCA provided that the assignee executes a written agreement assuming, in full, the obligations of YMCA under this Restated Lease Agreement and agrees to be bound by all terms and conditions thereof. No assignment or sublet of this Restated Lease Agreement at any time shall release YMCA of its obligations hereunder.
17. **Public Records Compliance.** YMCA, when acting on behalf of the City for rehabilitation and completion of the improvements provided for herein, shall comply with public records laws as set forth in Chapter 119, Florida Statutes, and shall specifically:
- a. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.

- b. Provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in Section 119, Florida Statutes, or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- d. Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the Contractor upon termination of the Contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

18. Financial Information. YMCA agrees that it shall provide monthly financial statements and annual audits to the City immediately upon acceptance and approval by the YMCA Corporate Board.

19. Default, Remedies, and Abandonment.

- a. Events of Default. The following shall be considered 'Events of Default':
 - i. YMCA's failure to pay rent when due and the default continues for five (5) days thereafter.
 - ii. Unless otherwise stated herein, YMCA's failure to perform, or YMCA's material violation or material breach of, any of the terms, covenants, or conditions of this Restated Lease Agreement, which said failure, violation or breach shall continue un-remedied by YMCA for a period of thirty (30) days after City has delivered written notice thereof to YMCA.

YMCA shall take immediate steps to remedy the breach and shall diligently pursue such steps until completed and reasonably accepted by the City. No default as set forth under this Section 19.a.ii. shall be deemed to continue if and so long as YMCA diligently proceeds to cure in good faith or is delayed in or prevented from curing by facts or circumstances beyond YMCA's control. If said failure, violation or breach continues after the expiration of a reasonable time to cure, as provided herein, then the City may terminate YMCA's right to possession of the Demised Premises and enter the Demised Premises and remove all persons, furniture and equipment located therein, and may seek any and all other remedies available to the City by statute or law;

- b. Effect of an Event of Default and Remedies of the City. Upon the occurrence of any Event of Default, as a result thereof and without other action by City, City shall have the following options:
- i. Declare the entire balance (compiling all months applicable to this Agreement) of rent payable hereunder to be immediately due and payable and exercise any and all rights and remedies available to City at law or in equity and may immediately terminate this Agreement.
 - ii. Declare the rights of YMCA under this Restated Lease Agreement terminated, and thereafter recover possession of the Demised Premises and remove all persons, furniture and equipment located therein through legal process;
 - iii. Proceed for past due installments of the Rent and other sums due, reserving its rights to proceed later for the remaining installments; or
 - iv. Pursue any other remedies available at law or in equity to City on account of the Event of Default. City agrees to use reasonable efforts to mitigate damages on account of any default by YMCA. All of the remedies hereinbefore given to City and all rights and remedies given to it by law and equity shall be cumulative and concurrent. The taking or recovering of the Demised Premises shall not deprive City of any of its remedies or actions against YMCA for rent or any and all other sums due, nor shall the bringing of any action for rent or for breach or default under any term, condition or covenant, or the resort to any other remedy herein provided for the recovery of rent, be construed as a waiver of the right to obtain possession of the Demised Premises.
 - v. The Parties hereto agree that for purposes of this Restated Lease Agreement, the determination of the materiality of any violation or default shall be governed by Florida law and shall include the following criteria:
 - (1) the extent to which the injured party will be deprived of the benefit which can reasonably be expected;
 - (2) the extent to which the injured party can be adequately compensated for the part of the benefit of which the injured party will be deprived
 - (3) the extent to which the breaching party will suffer forfeiture;
 - (4) the likelihood that the breaching party will cure; and
 - (5) the extent to which the behavior of the breaching party comports with the standards of good faith and fair dealing.

- c. **Abandonment.** If the City has actual knowledge YMCA has abandoned the Demised Premises, or the City reasonably believes YMCA has been absent from the Demised Premises for a period of thirty (30) consecutive days with rent not current, then the City may serve written notice of abandonment upon YMCA, and after ten (10) days have elapsed since service of such notice, then the City may declare this Restated Lease Agreement abandoned and shall, in such event, make reasonable efforts to relet the Premises. Damages shall include but shall not be limited to, the following: (1) all actual damages suffered by the City until the Premises is relet, including reasonable expenses incurred in reletting or in attempting to relet; and (2) the difference between the rent received when the premises is relet and the rent reserved under this Restated Lease Agreement. In calculating this difference, YMCA shall be given the benefit of any rental credit, if applicable. After the Premises have been relet, YMCA agrees to pay to the City, on the last day of each rental period, the difference between the rent received for the period from reletting and the rent reserved under this Restated Lease Agreement for that period.

20. City's Right to Enforce Strictly. Any law, usage or custom to the contrary notwithstanding, City shall have the right at all times to enforce all terms, conditions and covenants hereof in strict accordance herewith, notwithstanding any conduct or custom on the part of the City in refraining from so doing at any time or times. Further, the failure of City at any time or times to enforce its rights hereunder strictly in accordance with the same shall not be construed as having created a custom in any way or manner contrary to any specific term, condition or covenant hereof, or as having in any way or manner modified the same.

21. Loss or Destruction of Demised Premises. If the Demised Premises become, as a practical matter, totally untenable after a casualty loss such as fire, storm, explosion, earthquake, or other casualty loss, this Restated Lease Agreement shall be at an end from such time, except for the purpose of enforcing rights and obligations that may have then accrued under this Restated Lease Agreement, including but not limited to, the payment of insurance claims, indemnity, and any remaining rental credit. The rental shall then be accounted for between the City and YMCA up to the time of such loss or destruction of the Demised Premises, YMCA paying up to such date and the City crediting to YMCA the rents collected beyond such date, if any. Should only a part of the Demised Premises be rendered untenable, the rental minus any rental credit shall abate in the proportion which the injured bears to the whole Demised Premises, and such part so damaged shall be restored by the City as speedily as practicable, after which the full rent minus any rental credit shall recommence and the Restated Lease Agreement shall continue according to its terms.

22. Surrender or Early Termination of Lease by YMCA.

- a. The City agrees that YMCA may terminate this Restated Lease Agreement upon providing to the City eighteen (18) months written notice in advance of the intended voluntary or other surrender by YMCA of the Demised Premises. In the absence of any material default or material breach of covenants, as otherwise set forth in this Restated Lease Agreement, such termination shall relieve YMCA of any further obligation for unpaid monthly rental payments, subsequent to the surrender date and not yet due and payable.
- b. In the event the YMCA fails to provide to the City eighteen (18) months written notice in advance of the intended voluntary or other surrender by the YMCA of the Demised Premises, then YMCA shall pay to the City a total sum equal to eighteen (18) months of rental payments based on the rate of rent as set forth in Section 7 herein at the time of surrender.

23. Termination by the City. The City shall have the right to terminate this Restated Lease Agreement upon eighteen (18) months written notice without cause and without penalty.

24. Attorney's Fees. In the event civil action shall be brought by one party against the other to enforce any term, condition or statutory right arising out of this Restated Lease Agreement, the prevailing party may apply to the Court for its reasonable attorney's fees which shall be fixed by the Court.

25. Recordation. This Lease shall not be recorded by YMCA without the consent of the City.

26. Waste. YMCA agrees to commit or suffer no act that would result in damage to or waste of the Demised Premises.

27. Personal Property and Trade Fixtures.

- a. YMCA's Personal Property and Trade Fixtures. All of YMCA's trade fixtures, and personal property, signage, apparatus, machinery and equipment supplied by the YMCA and located on the Demised Premises ("Personal Property") shall be and remain the Personal Property of the YMCA and may, at the option of the YMCA, be removed from the Demised Premises, provided YMCA is not in default under this Restated Lease Agreement. All Personal Property of the YMCA located on the Demised Premises is kept thereon at YMCA's sole risk and the City shall not be liable for any damage to nor loss of such Personal Property arising from any acts of negligence of any other persons; nor from the leaking of the roof; nor from the bursting, leaking or overflowing of water, sewer, or steam pipes; nor from heating or plumbing fixtures; nor from electric wires or fixtures; nor from any other cause

whatsoever. YMCA shall be responsible to insure its Personal Property located within the Demised Premises. Such Personal Property remaining on the Demised Premises at the expiration of this Restated Lease Agreement shall belong to the City and remain on and be surrendered with the Demised Premises.

- b. City's Personal Property. If applicable, the personal property of the City in the Demised Premises is described on the inventory attached hereto as Exhibit "C." The City Manager, or his designee, shall be authorized to update the inventory list and to amend the inventory in writing as shown on Exhibit "C." from time to time, accordingly. The inventory shall remain within the Demised Premises and YMCA shall be permitted to utilize the inventory for its operations. YMCA shall be responsible for any damage to the inventory resulting from YMCA or its agents' use and shall immediately repair any such damage incurred. YMCA shall not be liable for any damage to nor loss of such inventory arising from any acts of negligence of any other persons; nor from the leaking of the roof; nor from the bursting, leaking or overflowing of water, sewer, or steam pipes; nor from heating or plumbing fixtures; nor from electrical wires or fixtures; nor from any other cause whatsoever, unless otherwise stated herein.

28. Insurance, Loss, Indemnity, Liability. Without limiting any of the other obligations or liabilities of YMCA, YMCA shall provide, pay for, and maintain in force, throughout the term of this Restated Lease Agreement, the insurance coverages set forth in this Section:

- a. Workers' Compensation. Workers' Compensation Insurance to apply to all employees in compliance with the "Workers Compensation Law" of the State of Florida and all applicable Federal laws. In addition, the policy(s) must include:
 - i. Employers' Liability with a limit of Five Hundred Thousand Dollars (\$500,000.00) each accident.
 - ii. Notice of Cancellation and/or Restriction -. YMCA shall provide the City written notice of cancellation, nonrenewal or any other changes in coverage no later than ten (10) days prior to the effective date of the change.
- b. Comprehensive. Comprehensive General Liability Insurance, including blanket contractual liability - with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury, Liability, and Property Damage Liability. The contractual liability coverage shall insure the performance of all obligations assumed hereunder, including specifically, but without limitation, the indemnity provisions in this Restated Lease Agreement.

- c. **Additional Insured.** The policy(ies) shall name the City as an additional insured, and shall contain a clause that the insurer will not cancel or change the insurance without first giving the City thirty (30) days prior written notice, except for nonpayment of premium which, by law, is ten (10) days notice. The insurance shall be evidenced by a certificate in a form acceptable to the City, stating the amount of any "deductible" written by an insurance company with a minimum rating of A+, to the City and a copy of the policy or certificate of insurance shall be delivered to the City prior to the commencement of this Restated Lease Agreement.
- d. **Failure to Procure.** In the event YMCA fails to procure the insurance required herein, the City may, but shall be under no obligation to, procure insurance in which event YMCA agrees to pay the City, in addition to rent, the amount of the premium on the first day of the month following the month in which the City notifies YMCA of the amount of the premium due. The City Manager shall be authorized to approve in writing amendments to this paragraph, from time to time, to adjust insurance limits and coverage consistent with City policy and in keeping with the nomenclature of the insurance industry.
- e. **Indemnification.** YMCA shall indemnify, defend, and hold the City and its officers, agents, representatives and employees harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury, damage to property , or resulting from failure to comply with the law, arising from or out of any occurrence resulting from YMCA's operation of the facilities directly related to its use and occupancy of the Demised Premises or any part of the Demised Premises occasioned wholly or in part by any act or omission of YMCA or those acting under YMCA or YMCA's agents and employees. In the event that the City is, without fault on its part, made a party to any litigation commenced by or against YMCA, City shall promptly notify YMCA in writing of any claim asserted against the City hereunder, and shall promptly deliver to YMCA the original or a true copy of any summons or any process, pleading or notice issued in any suit or other proceeding to assert or enforce any such claim. YMCA shall defend any such suit brought against itself and also the City with YMCA's own attorneys. The City may, at its own expense, choose its own legal representation separate from the attorney selected by the YMCA.
- f. **City.** The City is responsible for insurance for the real property and general liability of the Demised Premises.
- g. **YMCA.** YMCA shall be responsible to insure its personal property located within the Demised Premises in addition to the insurance

requirements set forth in this Section 28. YMCA shall fully comply with all health and police regulations of insurance carriers writing policies covering the building and Demised Premises.

- 29. Compliance with Law.** YMCA shall comply with all governmental laws, ordinances and regulations applicable to the use of the Demised Premises, and shall promptly comply with all governmental orders and directives for the correction, prevention and abatement of nuisances and other activities in or upon, or connected with the Demised Premises, all at YMCA's sole expense, including any expense or cost resulting from the construction or installation of fixtures and improvements or other accommodations for handicapped or disabled persons required for compliance with governmental laws and regulations, including but not limited to the Americans with Disabilities Act (the "ADA"). To the extent any interior Alterations to the structures of the Demised Premises are required by the ADA or other applicable laws or regulations, YMCA shall bear the expense of the Alterations. To the extent any exterior Alterations to areas of the property of the Demised Premises are required by Title III of the ADA or other applicable laws or regulations (for "path of travel" requirements or otherwise), City shall bear the expense of the alterations.
- 30. Severability.** If any portion of this Restated Lease Agreement shall be adjudged to be invalid, such portion shall be deemed severable, and shall not invalidate or impair the Restated Lease Agreement as a whole or any other provision of the Restated Lease Agreement.
- 31. Parties not Partners.** It is expressly understood that neither the City nor YMCA shall be construed or held to be a partner or associate of the other in the conduct of their respective business. The relationship between the Parties hereto is and shall remain at all times that of Landlord and tenant.
- 32. Notices.** Any notice or other communication provided for in this Restated Lease Agreement or by the laws of the State of Florida and given hereunder shall be in writing and delivered by hand, sent by facsimile (provided acknowledgement of receipt thereof is delivered to the sender), sent by certified, registered mail, or sent by any nationally recognized overnight courier service to the addresses provided below. The parties may, from time to time and at any time, change their respective addresses and each will have the right to specify as its address any other address by at least 10 days written notice to the other party.

TO CITY:

City of Port Orange
Attention: City Manager
1000 City Center Circle
Port Orange, Florida 32129
(386) 506-5501 – telephone
(386) 756-5208 - facsimile
_____ - e-mail

TO YMCA:

Volusia/Flagler Family Young Men's
Christian Association, Inc.
Attention: President/CEO
761 E. International Speedway Blvd.
DeLand, Florida 32724
(386) 738-9622 - telephone
(386) 822-9622 - facsimile
trand@vfymca.org - e-mail

- 33. Mitigation of Damages.** Notwithstanding any contrary covenant, agreement or stipulation of this Restated Lease Agreement, the City and YMCA shall each have the obligation to mitigate, in every reasonable manner, all damages that may or shall be caused or suffered by virtue of the other's default under or in violation of any covenant, agreement, or stipulation.
- 34. Force Majeure.** Neither party shall be liable for any delay in performance or failure to perform any obligation hereunder if, and to the extent that, such failure or delay is caused by an event of Force Majeure. Force Majeure shall mean any act, event or condition that is beyond the party's reasonable control, that materially and adversely affects the party's ability to perform its obligations hereunder, and that is not the result of the party's willful neglect, error, omission or failure to exercise reasonable due diligence.
- 35. Written Agreement.** This Restated Lease Agreement contains the entire agreement between the Parties hereto and all previous negotiations leading thereto, and it may be modified only by an agreement in writing signed and sealed by the City and YMCA.
- 36. Governing Law.** This Agreement contains important matters affecting legal rights and is accepted and entered into in Florida and any question regarding its validity, construction, enforcement, or performance shall be governed by Florida law. Any legal proceeding arising from or in any way regarding the agreement shall have its venue located exclusively in Volusia County, Florida.
- 37. Time.** Time is of the essence in all of the terms and provisions of this Restated Lease Agreement.
- 38. Peaceful Possession.** Subject to the terms, conditions, and covenants of this Restated Lease Agreement, YMCA shall and may peaceably have, hold and enjoy the Demised Premises without hindrance or molestation by the City.
- 39. Captions.** The captions appearing in this Restated Lease Agreement are for reference purposes only and shall not be considered to vary, modify or amend said Restated Lease Agreement.

40. Counterparts. This Restated Lease Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The execution of this Restate Lease Agreement by any of the parties may be evidenced by way of a facsimile transmission of such party's signature, or a photocopy of such facsimile transmission, and such facsimile signature shall be deemed to constitute the original signature of such party hereto.

[REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY]

IN WITNESS WHEREOF, the parties hereto have made and executed this Restated Lease Agreement, by and through their authorized representatives, on the respective dates under each signature.

YMCA

**VOLUSIA/FLAGLER FAMILY YOUNG MEN'S
CHRISTIAN ASSOCIATION, INC.**

WITNESSES:

Diana Martin

Name:

Diana Martin

Shannon K. Balmer

Name:

Shannon K. Balmer

By:

Printed Name:

Teresa Rand

Title:

Pres/CEO

Attest:

Printed Name:

Title:

Date:

12-12-17

Name:

Name:

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing Restated Lease Agreement was acknowledged before me this 12th day of December, 2017, by Teresa Rand, as President/CEO of the Volusia/Flagler Family Young Men's Christian Association, Inc., who acknowledges that he/she is duly authorized to execute the foregoing agreement on behalf of the corporation. He/She is personally known to me.



SHANNON K BALMER
MY COMMISSION #FF076435
EXPIRES December 14, 2017
FloridaNotaryService.com

Shannon K. Balmer
Notary Public, State of Florida at Large
Printed name, commission and expiration of commission term

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing Restated Lease Agreement was acknowledged before me this ____ day of _____, 2017, by _____, as _____ of the Volusia/Flagler Family Young Men's Christian Association, Inc., who acknowledges that he/she is duly authorized to execute the foregoing agreement on behalf of the corporation. He/She is personally known to me.

Notary Public, State of Florida at Large
Printed name, commission and expiration of commission term

WITNESSES:

[Signature]
Name: Matthew J. Jones

[Signature]
Name: Shannon K. Balmer

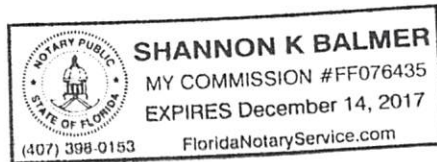
CITY OF PORT ORANGE, FLORIDA
A chartered municipal corporation

By: [Signature]
Donald O. Burnette, Mayor

Date: 12/12/17

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing Restated Lease Agreement was acknowledged before me this 12th day of December, 2017, by Donald O. Burnette, Mayor of the City of Port Orange, Florida, a chartered municipal corporation, who acknowledges that he is duly authorized to execute the foregoing agreement on behalf of the City. He is personally known to me.



[Signature]

Notary Public, State of Florida at Large
Printed, name, commission and expiration of commission term

WITNESSES:

[Signature]
Name: Matthew J. Jones

[Signature]
Name: Shannon K. Balmer

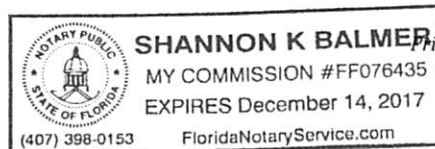
Attest: [Signature]
Robin L. Fenwick
City Clerk, CMC

Date: 12/12/17

(Seal)

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing Restated Lease Agreement was acknowledged before me this 12th day of December, 2017, by Robin L. Fenwick, as City Clerk, of the City of Port Orange, Florida, a chartered municipal corporation, who acknowledges that she is duly authorized to execute the foregoing agreement on behalf of the City. She is personally known to me.



[Signature]

Notary Public, State of Florida at Large
Printed, name, commission and expiration of commission term

EXHIBIT "A"

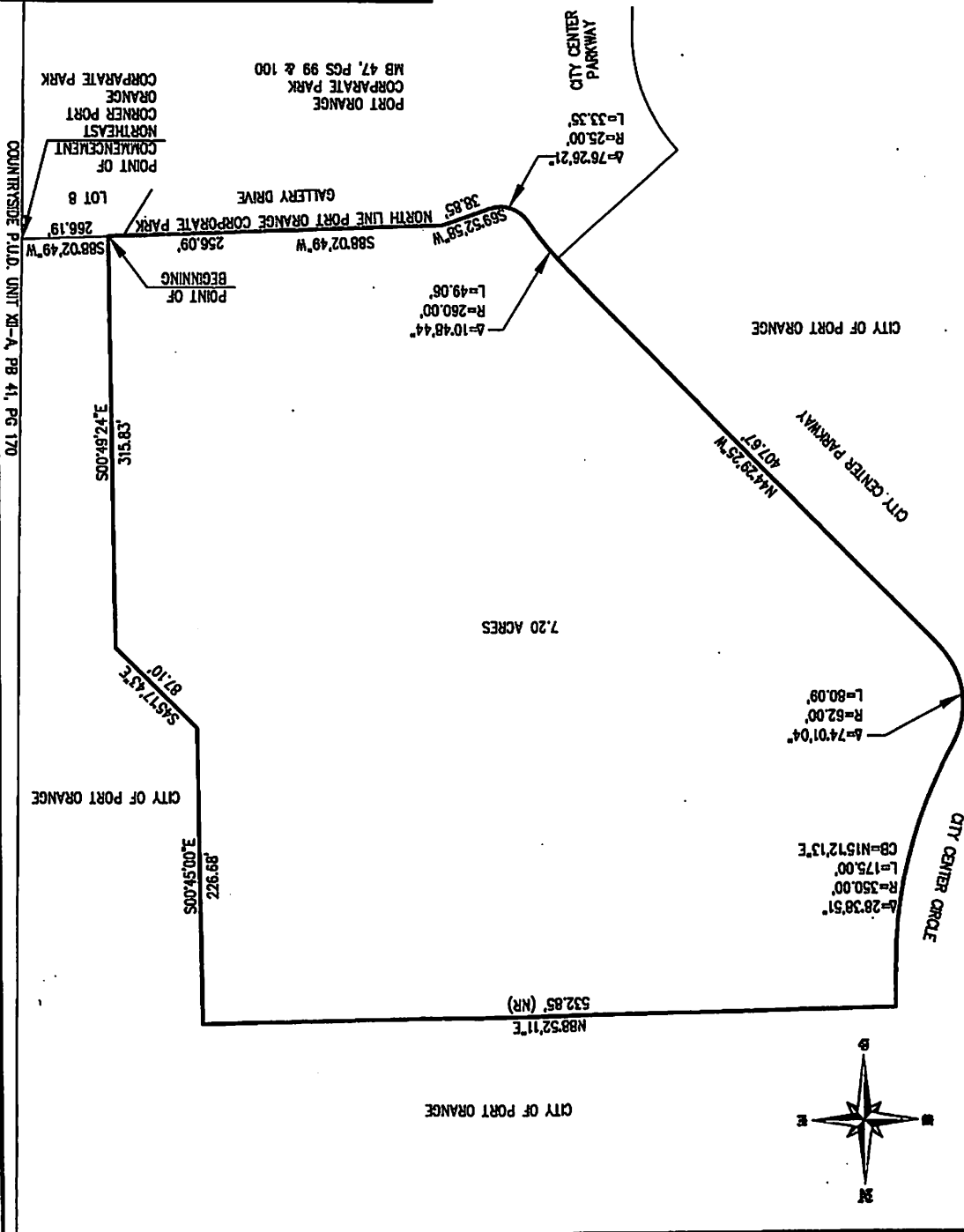
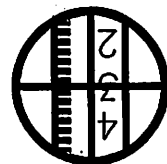
DESCRIPTION

A PORTION OF SECTION 8, TOWNSHIP 16 SOUTH, RANGE 33 EAST, VOLUSIA COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**COMMENCE AT THE NORTHEAST CORNER OF PORT ORANGE CORPORATE PARK, AS RECORDED IN MAP BOOK 47, PAGES 99 AND 100, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA; THENCE RUN S88°02'49"W ALONG THE NORTH LINE OF SAID PORT ORANGE CORPORATE PARK, 266.19 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE ALONG SAID NORTH LINE S88°02'49"W, 256.09 FEET; THENCE ALONG SAID NORTH LINE S69°52'58"W, 38.85 FEET TO THE BEGINNING OF A CURVE CONCAVE NORTHERLY HAVING A RADIUS OF 25.00 FEET AND A CENTRAL ANGLE OF 76°26'21"; THENCE WESTERLY ALONG THE ARC OF SAID CURVE, 33.35 FEET TO THE BEGINNING OF A REVERSE CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 260.00 FEET AND A CENTRAL ANGLE OF 10°48'44"; THENCE NORTHERLY ALONG THE ARC OF SAID CURVE, 49.06 FEET; THENCE N44°29'25"W, 407.67 FEET TO THE BEGINNING OF A CURVE CONCAVE EASTERLY HAVING A RADIUS OF 62.00 FEET AND A CENTRAL ANGLE OF 74°01'04"; THENCE NORTHERLY ALONG THE ARC OF SAID CURVE, 80.09 FEET TO THE BEGINNING OF A REVERSE CURVE CONCAVE WESTERLY HAVING A RADIUS OF 350.00 FEET AND A CENTRAL ANGLE OF 28°38'51"; THENCE NORTHERLY ALONG THE ARC OF SAID CURVE, 175.00 FEET; THENCE N88°52'11"E, 532.85 FEET; THENCE S00°45'00"E, 226.68 FEET; THENCE S45°17'43"E, 87.10 FEET; THENCE S00°49'24"E, 315.83 FEET TO THE POINT OF BEGINNING.
CONTAINING 7.20 ACRES, MORE OR LESS.**

SLIGER & ASSOCIATES, INC.

PROFESSIONAL LAND SURVEYORS
 LICENSED BUSINESS CERTIFICATION NO. 3019
 3921 NOVA ROAD
 PORT ORANGE, FL 32127
 (386) 781-5385
 Copyright © 2014 Sliger & Associates, Inc.
 www.sligerassociates.com



CITY OF PORT ORANGE

CITY OF PORT ORANGE

SKETCH OF DESCRIPTION
 NOT A BOUNDARY SURVEY

FOR: THE CITY OF PORT ORANGE, FLORIDA
 DESCRIPTION: PORT ORANGE YMCA, SEE SHEET 2 FOR LEGAL

SCALE: 1"=100'
 FIELD BOOK: PAGE: JOB #14-0300

SHEET 2 OF 2 INTERNATIONALLY OMITTED

SHEET 1 OF 2

LEGEND	ABBREVIATIONS
PROPOSED ELEVATION	U.S.C. & G.S.
EXISTING ELEVATION	N.A.V.D.
NON-RADIAL LINE	FLORIDA POWER & LIGHT COMPANY
RADIAL LINE	CHORD BEARING
POINT	ARC LENGTH
PERMANENT CONTROL	RADIUS
PERMANENT REFERENCE	CENTRAL ANGLE
CONCRETE MONUMENT	CENTERLINE
IRON PIPE	RIGHT OF WAY
IRON ROD WITH CAP	AN CONVENTION
	IDENTIFICATION
	CALCULATED DIMENSION
	MEASURED DIMENSION
	DEEDED DIMENSION
	PLATTED DIMENSION

EXHIBIT "B"

Vendor	P.O.	Check #	Account Number	Asset Description	Serial Number	Amount	Tag Number
Fusion Fitness Designs	69873	169469	106-1000-572.64-00	SL 195 Skyline Strength Series Functional Training Unit with Attachments		\$ 4,595.00	9707
Siegel Performance Systems	69873	169469	106-1000-572.64-00	Nustep T4r Recumbent Cross Trainer		\$ 4,500.00	9706
Cybox	68719	168822	106-1000-572.64-00	Eagle Hip Ab/Aductor	J090511181596N	\$ 4,443.42	9677
Cybox	68719	168822	106-1000-572.64-00	Eagle Leg Extension (Start RLD)	J090511051291N	\$ 3,363.42	9674
Cybox	68719	168822	106-1000-572.64-00	Eagle Prone Leg Curl (Start RL)	J090511141175N	\$ 3,363.42	9671
Cybox	68719	168822	106-1000-572.64-00	Eagle Leg Press	J090511040997N	\$ 4,833.42	9680
Cybox	68719	168822	106-1000-572.64-00	Eagle Chest Press	J090511000061N	\$ 3,723.42	9672
Cybox	68719	168822	106-1000-572.64-00	Eagle Fly/Rear Delt	J090511111230N	\$ 3,843.42	9681
Cybox	68719	168822	106-1000-572.64-00	Eagle Lateral Raise	J090511160066N	\$ 3,543.42	9678
Cybox	68719	168822	106-1000-572.64-00	Eagle Lat Pull	J090511130346N	\$ 3,723.42	9673
Cybox	68719	168822	106-1000-572.64-00	Eagle Row	J090511030455N	\$ 3,723.42	9676
Cybox	68719	168822	106-1000-572.64-00	Eagle Overhead Press	J090511010382N	\$ 3,663.42	9675
Cybox	68719	168822	106-1000-572.64-00	Eagle Arm Curl	J090511070304N	\$ 2,943.42	9682
Cybox	68719	168822	106-1000-572.64-00	Eagle Arm Extension	J090511080257N	\$ 3,123.41	9683
Cybox	68719	168822	106-1000-572.64-00	45 Degree Back Extension	J092516022088N	\$ 1,115.66	9687
Cybox	68719	168822	106-1000-572.64-00	VR1 Dual AB- Back Extension	J091813200656N	\$ 2,829.41	9685
Cybox	68719	168822	106-1000-572.64-00	VR3 Assisted Dip/Chin	J092512231708N	\$ 3,748.16	9679
Cybox	68719	168822	106-1000-572.64-00	VR3 Standing Calf	J091812120479N	\$ 3,033.16	9684
Cybox	68719	168822	106-1000-572.64-00	BRAVO Func Trainer w/Chin Bar	J091808810149N	\$ 5,306.41	9686
Life Fitness	68719	168822	106-1000-572.64-00	Hammer Strength Smith	HSSM1014002	\$ 3,122.89	9700
Life Fitness	68719	168822	106-1000-572.64-00	MJ Core Tower	MJCORE0914125	\$ 1,203.70	
Life Fitness	68719	168822	106-1000-572.64-00	Synergy 360T Versa-Cable-Versa	FXTT-VCV0914009	\$ 4,594.05	9708
Life Fitness	68719	168822	106-1000-572.64-00	MJ Adjustable Pulley	MJAP0914122	\$ 1,870.70	9705
Life Fitness	68719	168822	106-1000-572.64-00	MJACO Station W/ Outrigger Rack	MJACO0914021	\$ 3,514.05	9705
Life Fitness	68719	168822	106-1000-572.64-00	Syn360 Step	FXT-STP1014006	\$ 610.80	9708
Life Fitness	68719	168822	106-1000-572.64-00	HMRAdjustable Bench (Pro Style) W/UPH-CUS	FWMAB1014005	\$ 1,084.45	9699
Life Fitness	68719	168822	106-1000-572.64-00	HMRAdjustable Bench (Pro Style) W/UPH-CUS	FWMAB1014004	\$ 1,084.45	9704
Life Fitness	68719	168822	106-1000-572.64-00	HMRAdjustable Bench (Pro Style) W/UPH-CUS	FWMAB1014003	\$ 1,084.45	9703
Life Fitness	68719	168822	106-1000-572.64-00	MJ Row W/ UPH - CUS	MNRW1014001	\$ 2,029.45	9705
Life Fitness	68719	168822	106-1000-572.64-00	MJLP Station W/ UPH - CUS	MJLP0914077	\$ 2,105.72	9705
Life Fitness	68719	168822	106-1000-572.64-00	Hammer Strength Linear Leg Press W/ UPH- CUS	HSLLP1014001	\$ 3,424.46	9695
Life Fitness	68719	168822	106-1000-572.64-00	Power Pivot And Rock Chin		\$ 764.25	9705
Life Fitness	68719	168822	106-1000-572.64-00	Suspension Chin and TRX Suspension		\$ 382.50	9705
Life Fitness	68719	168822	106-1000-572.64-00	HD Elite Half Rack Long Base W/ Pull Up Handle	HDLHRL 1947	\$ 1,411.98	9697
Life Fitness	68719	168822	106-1000-572.64-00	HD Elite Power Rack	HDLPR 1458	\$ 1,832.73	
Life Fitness	68719	168822	106-1000-572.64-00	HD Elite Stand Alone Storage	HDLSTOR-SA 2922	\$ 756.13	
Life Fitness	68719	168822	106-1000-572.64-00	HD Elite Stand Alone Storage	HDLSTOR-SA 2923	\$ 756.13	
Life Fitness	68719	168822	106-1000-572.64-00	Hammer Olympic Bench Weight Sto.	OBWS 12420	\$ 445.73	9698
Life Fitness	68719	168822	106-1000-572.64-00	Hammer Olympic Bench Weight Sto.	OBWS 12421	\$ 445.73	9692
Life Fitness	68719	168822	106-1000-572.64-00	Hammer Olympic Bench Weight Sto.	OBWS 12422	\$ 445.73	9693
Life Fitness	68719	168822	106-1000-572.64-00	Hammer Olympic Bench Weight Sto.	OBWS 12423	\$ 445.73	9694
Life Fitness	68719	168822	106-1000-572.64-00	Arm Curl, Seated W/ UPH-CUS	FWAC 9426	\$ 911.48	9691

YMCA Equipment
Project: QPC058

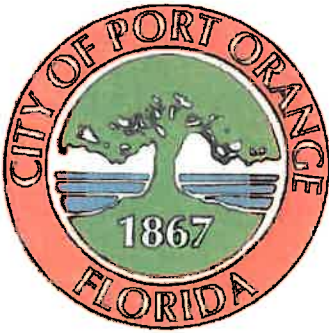
Vendor	P.O.	Check #	Account Number	Asset Description	Serial Number	Amount	Tag Number
Life Fitness	68719	168822	106-1000-572.64-00	Utility Bench - 75 W/ UPH- CUS	FWUB75 6778	\$ 602.83	9701
Life Fitness	68719	168822	106-1000-572.64-00	Olympic Decline Bench	ODB 5088	\$ 956.48	
Life Fitness	68719	168822	106-1000-572.64-00	Olympic Flat Bench	OFB 15581	\$ 866.48	
Life Fitness	68719	168822	106-1000-572.64-00	Olympic Incline Bench	OIN 7685	\$ 956.48	
Life Fitness	68719	168822	106-1000-572.64-00	Hammer Olympic Military Bench	OMB 2749	\$ 1,083.48	9696
Life Fitness	68719	168822	106-1000-572.64-00	ISO- Lateral Bench Press Horizontal	ILBPH 9372	\$ 1,842.66	9689
Life Fitness	68719	168822	106-1000-572.64-00	ISO- Lateral Rowing	ILROW 10641	\$ 1,661.42	9688
Life Fitness	68719	168822	106-1000-572.64-00	ISO- Lateral Shoulder Press	ILSP 11179	\$ 1,916.47	9690
Life Fitness	68719	168822	106-1000-572.64-00	Pullup 3 Handle		\$ 96.75	
Life Fitness	68719	168822	106-1000-572.64-00	Power Pivot		\$ 194.25	
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L01781	\$ 1,350.98	9710
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L01782	\$ 1,350.98	9709
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02161	\$ 1,350.98	9711
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02162	\$ 1,350.98	9712
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02163	\$ 1,350.98	9713
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02164	\$ 1,350.98	9714
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02165	\$ 1,350.98	9715
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02176	\$ 1,350.98	9716
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02236	\$ 1,350.98	9717
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02237	\$ 1,350.98	9718
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02252	\$ 1,350.98	9719
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02253	\$ 1,350.98	9720
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02258	\$ 1,350.98	9721
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02260	\$ 1,350.98	9722
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02261	\$ 1,350.98	9723
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02262	\$ 1,350.98	9724
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02298	\$ 1,350.98	9725
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02304	\$ 1,350.98	9726
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02305	\$ 1,350.98	9727
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02310	\$ 1,350.98	9728
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02311	\$ 1,350.98	9729
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02312	\$ 1,350.98	9730
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02332	\$ 1,350.98	9731
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02372	\$ 1,350.98	9732
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02374	\$ 1,350.98	9733
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02377	\$ 1,350.98	9734
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02396	\$ 1,350.98	9735
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02397	\$ 1,350.98	
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02398	\$ 1,350.98	
Star Trac	68719	168822	106-1000-572.64-00	Group Cycling Bicycle	SBEN1406-L02400	\$ 1,350.98	
Gym Source	68719	168822	106-1000-572.64-00	Rack Machine Bar Club Pack (15Pieces)		\$ 1,122.63	
Gym Source	68719	168822	106-1000-572.64-00	Elite Mat W/Eyelets Blue (20 Count)		\$ 657.63	

YMCA Equipment
Project: QPC058

Vendor	P.O.	Check #	Account Number	Asset Description	Serial Number	Amount	Tag Number
Gym Source	68719	168822	106-1000-572.64-00	Yoga Sticky Mat Blue/Purple (40 Count)		\$ 937.63	
Gym Source	68719	168822	106-1000-572.64-00	Vertical Dumbbell Rack (plus Accessories)		\$ 632.63	
Gym Source	68719	168822	106-1000-572.64-00	Exertubes		\$ 943.13	
Gym Source	68719	168822	106-1000-572.64-00	Step Platforms and Risers		\$ 3,857.63	
Gym Source	68719	168822	106-1000-572.64-00	Kettlebells (7)		\$ 434.60	
Gym Source	68719	168822	106-1000-572.64-00	Kettlebell Rack		\$ 426.63	9744
Gym Source	68719	168822	106-1000-572.64-00	Dumbbells		\$ 1,354.03	
Gym Source	68719	168822	106-1000-572.64-00	Octane -4700 Commercial Body Elliptical	F1312AP07656-02	\$ 3,816.63	9739
Gym Source	68719	168822	106-1000-572.64-00	Octane -4700 Commercial Body Elliptical	F1312AP07571-02	\$ 3,816.63	9737
Gym Source	68719	168822	106-1000-572.64-00	Octane -4700 Commercial Body Elliptical	F1312AP07621-02	\$ 3,816.63	9736
Gym Source	68719	168822	106-1000-572.64-00	Octane -4700 Commercial Body Elliptical	F1312AP07575-02	\$ 3,816.63	9741
Gym Source	68719	168822	106-1000-572.64-00	Octane -4700 Commercial Body Elliptical	F1312AP07582-02	\$ 3,816.63	9740
Gym Source	68719	168822	106-1000-572.64-00	Octane -4700 Commercial Body Elliptical	F1312AP07581-02	\$ 3,816.63	9738
Gym Source	68719	168822	106-1000-572.64-00	Rower- Concept II model		\$ 1,092.63	9742
Gym Source	68719	168822	106-1000-572.64-00	Rower- Concept II model		\$ 1,092.63	9743
Gym Source	68719	168822	106-1000-572.64-00	Elite Mat W/Eyelets Blue (30 Count)		\$ 877.60	
Gym Source	68719	168822	106-1000-572.64-00	Interlocking Bumper Plates		\$ 514.63	
Gym Source	68719	168822	106-1000-572.64-00	Hampton Urethane Grip Plates		\$ 8,547.63	

EXHIBIT "C"

Personal Property of the City retained on the Demised Premises: N/A



CITY OF PORT ORANGE

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

Volusia/Flagler Family Young Men's Christian Association, Inc.
Attention: Chris Seilkop, President/CEO
761 E. International Speedway Blvd.
DeLand, Florida 32724

Re: 4701 City Center Parkway, Port Orange, FL 32129: **Rent payments**

Dear Mr. Seilkop,

This letter relates to your obligations under the SEVENTH AMENDMENT AND RESTATEMENT OF CITY OF PORT ORANGE-YMCA LEASE AGREEMENT of 4701 City Center Parkway, Port Orange, FL 32129 (the "**Property**") dated December 17, 2017 and made between **City of Port Orange**, a Florida municipality ("City") and **Volusia/Flagler Family Young Men's Christian Association, Inc.** formerly known as The Greater Daytona Beach Area Young Men's Christian Association, Inc. ("YMCA" or "Lessee"), hereinafter (the "**Lease**"). In this letter, expressions defined in the Lease and used in this letter have the meaning set out in the Lease (save where otherwise stated).

1. TEMPORARY WAIVER At your request, we agree that for the period from and including October 1, 2020 to and including November 30, 2020 ("**Concession Period**") and subject to the following:

(a) the Annual Rent for calendar year 2020, payable pursuant to Section 7.a. of the Lease, shall be reduced to One Hundred Eighty-Seven Thousand Two Hundred Forty-Two and 23/100 Dollars (\$187,242.23); and

(b) the sum of **Thirty-Seven Thousand Four Hundred Forty-Eight and 44/100 Dollars (\$37, 448.44)** in Rental Payments, due and owing for the Concession Period, pursuant to Section 7.a. of the Lease, shall be waived for the whole of the Concession Period and shall be deferred for collection and payment until such time as to be determined by the Parties in a formal agreement to be finalized on or before December 1, 2020; and

(c) if a formal agreement cannot be finalized between the Parties on or before December 1, 2020, then the deferred Rental Payments, set forth hereinabove in Subsection(b) shall be due and owing on or before December 31, 2020.

2. TERMINATION

2.1 The rent concession set out in Paragraph 1 of this letter ("Concession") will terminate upon the expiration of the Concession Period.

2.2 Upon expiration of the Concession Period, the Lessee will recommence paying annual rent at the amounts normally due under the Lease.

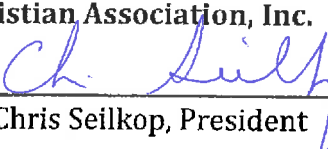
3. EFFECT OF THIS LETTER. This letter does not constitute a variation of the terms of the Lease, which will continue in full force and effect. This letter is not intended to change your obligations under the Lease, otherwise than to:

(a) temporarily waive the obligation[s] to pay the Rental Payment due for the duration of the Concession Period; and

(b) defer said obligation until such time to be determined by the Parties in a formal agreement as referenced hereinabove or otherwise pay deferred Rental Payment on or before December 31, 2020.

We, the undersigned, do hereby acknowledge, agree, and accept the terms set forth in this letter.

YMCA
Volusia/Flagler Family Young Men's
Christian Association, Inc.

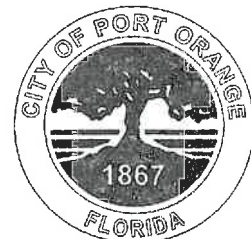
By: 
Chris Seilkop, President

Attest: 
Name: Elizabeth Kammer
Title: District Executive Director

CITY OF PORT ORANGE, FLORIDA
A chartered municipal corporation

By: 
Donald O. Burnette, Mayor

Attest: 
Robin L. Fenwick, MMC, City Clerk





CITY OF PORT ORANGE

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

Volusia/Flagler Family Young Men's Christian Association, Inc.
Attention: Chris Seilkop, President/CEO
761 E. International Speedway Blvd.
DeLand, Florida 32724

Re: 4701 City Center Parkway, Port Orange, FL 32129: **Extension of Temporary Waiver Letter**

Dear Mr. Seilkop,

This letter relates to the letter previously presented to the YMCA regarding obligations under the SEVENTH AMENDMENT AND RESTATEMENT OF CITY OF PORT ORANGE-YMCA LEASE AGREEMENT of 4701 City Center Parkway, Port Orange, FL 32129 (the "**Property**") dated December 17, 2017 and made between **City of Port Orange**, a Florida municipality ("City") and **Volusia/Flagler Family Young Men's Christian Association, Inc.** formerly known as The Greater Daytona Beach Area Young Men's Christian Association, Inc. ("YMCA" or "Lessee"), hereinafter (the "**Lease**"). In this letter, expressions defined in the Lease and used in this letter have the meaning set out in the Lease (save where otherwise stated).

YMCA and the City executed a letter approved by City Council on October 6, 2020 for a temporary waiver of rents due and owing for the purpose of allowing the Parties time to negotiate a formal agreement with regard to the repayment of the deferred rents and future payments due under the Lease ("Temporary Waiver Letter"). However, due to delays in securing necessary financial information and the timing of the YMCA's board meeting, Parties will not be able to negotiate a formal agreement that can be timely approved prior to the deadline set forth in the Temporary Waiver Letter.

By execution of this letter the Parties agree to the following:

- (a) Extension of the deadline for finalizing a formal agreement from December 1, 2020 to December 31, 2020; and
- (b) allow the YMCA a fifty percent (50%) reduction in the rent due and owing on December 1, 2020 ("Reduced December Rent"), said deficit to be repaid per the terms and conditions of the anticipated formal agreement by the Parties; and
- (c) if a formal agreement cannot be finalized between the Parties on or before December 31, 2020, then the deferred Rental Payments, set forth in the Temporary Waiver Letter and the deficit from Reduced December Rent, as set forth hereinabove, shall all be due and owing on or before January 30, 2021.

EFFECT OF THIS LETTER. Except as otherwise amended herein, the terms and conditions set forth in the Temporary Waiver Letter will continue in full force and effect.

We, the undersigned, do hereby acknowledge, agree, and accept the terms set forth in this letter.

YMCA
Volusia/Flagler Family Young Men's
Christian Association, Inc.

By: Chris Seilkop
Chris Seilkop, President

Attest: Sabrina Dertovic
Name: Sabrina Dertovic
Title: Member Services

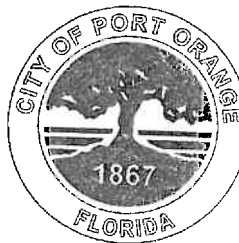
Rec'd: 11/12/2020

CITY OF PORT ORANGE, FLORIDA
A chartered municipal corporation

By: Donald O. Burnette
Donald O. Burnette, Mayor

Attest: Robin L. Fenwick
Robin L. Fenwick, MMC, City Clerk

Dated: 11/18/2020





The City of Port Orange Parks & Recreation Dept.

Memorandum

To: Alan Rosen, Assistant City Manager
From: Susan L. Lovallo, Parks & Recreation Director
Subject: YMCA Capital
Date: November 19, 2020

Staff met with the YMCA CEO and staff to discuss what improvements are needed and we should anticipate requests for over the next 5 years. The group came up with the following list and pricing is based on price per square foot, provided by DJ Design, or previous similar work. Without paying a consultant to come in and give an estimate we used this method and are confident in the numbers presented. The YMCA did request that the ceiling be removed in the fitness and free weight room and leave it with an industrial look. We did not price this as we do not have the knowledge or expertise to provide. However, we do believe that it would cost more to upgrade the ducts, conduit etc. paint all the way up and increase the HVAC to meet the new room capacity. I also included in the price 10% contractors mark up, 20% for demo, mobilization, insurance, permits and bonds and an additional 10% for unforeseen conditions.

Paint Interior of building 43,293sq ft x \$1.50	= \$64,940
LVT flooring 3,375sq ft x \$7.00	= \$23,625
Ceiling tile and grid 13,351sq ft x \$3.50	= \$46,729
LED light fixtures 193 x \$250 each	= \$48,250
Women's Locker room Renovation	= \$225,653
Two swim team Locker rooms	= \$338,478
Gym floor resurface with lines (YMCA Responsibility)	= \$4,000
2 Racquetball & 2 exercise room court floors surfacing (YMCA Responsibility)	= \$4,000

Sub Total = **\$755,675**

Contractors mark up 10%	= \$75,568
Mobilization, insurance, bond, permits & demo 20%	= \$151,135
Unforeseen conditions 10%	= \$75,568

Grand Total = **\$1,057,946**

In addition to the costs listed City staff spends approximately 18 hours a year on inspections at a Parks Supervisors salary and depending on the project complexity the P&R Director and Parks

Manager will spend 40- 120 hours year each managing the construction projects.
Items noted in inspection reports that have not been completed:

Shrub replacement on back of cardio section of building
Trimming of landscape around building

Fund Balance Above/(Below) Recommended Levels

