



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## COUNCIL WORKSHOP AGENDA

Wednesday, July 05, 2023 at 6:30 PM

Town Hall - 307 E Kennedy Blvd

---

---

### I. CALL TO ORDER

### II. COUNCIL DISCUSSION

1. Discuss CDBG Interlocal Agreement with Orange County (**Administration**)
2. Discuss Town of Eatonville Hurricane Preparedness Plan (**Public Works**)
3. Discuss Town of Eatonville Organizational Chart (**Administration**)

### III. ADJOURNMENT

*The Town of Eatonville is subject to the Public Records Law. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.*

#### **\*\*PUBLIC NOTICE\*\***

*This is a Public Meeting, and the public is invited to attend. This Agenda is subject to change. Please be advised that one (1) or more Members of any of the Town's Advisory Boards/Committees may attend this Meeting and may participate in discussions. Any person who desires to appeal any decision made at this meeting will need a verbatim record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based – per Section 286.0105 Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the Town of Eatonville at (407) 623-8910 "at least 48 hours prior to the meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26*



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## TOWN COUNCIL WORKSHOP

### JULY 05, 2023, AT 06:30 PM

### Cover Sheet

**\*\*NOTE\*\*** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

**ITEM TITLE:** Discuss CDBG Interlocal Agreement with Orange County  
(Administration)

**TOWN COUNCIL ACTION:**

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATION
INTRODUCTIONS		<b>Exhibits:</b> <ul style="list-style-type: none"> <li>• Letter of Engagement</li> <li>• Eatonville HUD – CDBG Interlocal Agreement 2003</li> </ul>
CONSENT AGENDA		
COUNCIL DISCUSSION		
ADMINISTRATIVE	X	

**REQUEST:** The Administration request review of CDBG Interlocal Agreement with Orange County.

**SUMMARY:** The Town of Eatonville would like to enter an interlocal agreement with Orange County, upon approval by the Town Council. the FY23 Community Block Development Grant (CDBG), Emergency Solutions Grant (ESG), and the Home Investment Partnerships (HOME) entitlement grants as a part of the U.S. Department of Housing and Urban Development (HUD) Urban County Program. This Agreement covers CDBG, HOME and ESG appropriations for fiscal years 2024, 2025, and 2026, beginning October 1, 2023. This Agreement will automatically be renewed for participation in successive three-year qualification periods.

**RECOMMENDATION:** Staff recommends the approval of the CDBG Interlocal Agreement with Orange County.

**FISCAL & EFFICIENCY DATA:** N/A

June 14, 2023

Mr. Mitchell Glasser, Manager  
Orange County Government  
Housing and Community Development Division  
525 East South Street  
Orlando, FL 32801

Dear Mr. Glasser,

The Town of Eatonville would like to, via interlocal agreement with Orange County, upon approval by the Town Council on June 20, 2023; be involved in the FY23 Community Block Development Grant (CDBG), Emergency Solutions Grant (ESG), and the Home Investment Partnerships (HOME) entitlement grants as a part of the U.S. Department of Housing and Urban Development (HUD) Urban County Program.

The Town of Eatonville acknowledges that, by executing this cooperation agreement, the Town of Eatonville may not apply for grants from appropriations under the State CDBG Program for fiscal years 2024, 2025, and 2026.

This acknowledgement has also been sent to the U.S. Department of Housing and Urban Development Community Planning and Development Division.

Respectfully,

Angie Gardner, Mayor  
Town of Eatonville

**INTERLOCAL COOPERATION AGREEMENT BETWEEN  
ORANGE COUNTY, FLORIDA AND TOWN OF EATONVILLE  
FOR COMMUNITY DEVELOPMENT PROGRAMS  
UNDER THE URBAN COUNTY PROGRAM**

**THIS AGREEMENT** is entered into by Orange County, Florida, a charter county and political subdivision of the State of Florida (the “**COUNTY**”) and the Town of Eatonville, Florida, a municipal corporation created and existing under the laws of the State of Florida (the “**MUNICIPALITY**”).

**RECITALS**

**WHEREAS**, the Housing and Community Development Act of 1974, as amended, makes provisions whereby urban counties may enter into cooperation agreements with certain units of local government to undertake or assist in undertaking essential activities pursuant to Community Development Block Grants; and

**WHEREAS**, this Agreement covers the Community Development Block Grant, HOME Investment Partnerships Program, and Emergency Solutions Grant programs; and

**WHEREAS**, the COUNTY and the MUNICIPALITY desire to enter into an interlocal agreement to authorize the COUNTY to undertake activities to plan and carry out the Community Development Block Grant (“**CDBG**”), HOME Investment Partnerships (“**HOME**”), and Emergency Solutions Grant Programs (“**ESG**”), for the benefit of residents of Orange County, Florida; and

**WHEREAS**, this Agreement is made pursuant to the Department of Housing and Urban Development’s mandate that the agreement between the COUNTY and the MUNICIPALITY meets the requirements set forth in the Urban County Qualification Notice for the qualification period; and

**WHEREAS**, the COUNTY and the MUNICIPALITY seek qualification for the 2024-2026 Urban County Qualification period, and for any successive qualification periods that provide for automatic renewals; and

**WHEREAS**, interlocal agreements of this type are fully authorized by Part 1, Chapter 163, Florida Statutes, as well as other applicable local law.

**NOW, THEREFORE**, the parties hereto do mutually agree as follows:

**SECTION 1. RECITALS**

The above recitals are true and correct and form a material part of this Agreement upon which the parties have relied.

**SECTION 2. MUNICIPALITY’S AUTHORIZATION**

(a) The MUNICIPALITY’s Town Council authorizes this agreement and hereby directs its Mayor to execute it. The MUNICIPALITY agrees to provide the COUNTY with evidence of authorization for execution by the Mayor.

(b) The MUNICIPALITY hereby authorizes the COUNTY to make application for and receive CDBG funds from the United States Department of Housing and Urban Development, hereinafter “HUD”, on its behalf and, further, authorizes the COUNTY to include the municipality’s population for the purposes of calculating and allocating CDBG funding.

**SECTION 3. COUNTY ADMINISTRATION**

(a) The COUNTY’s Board of County Commissioners authorizes this agreement and hereby directs its Mayor to execute it.

(b) The COUNTY agrees to provide, at no cost to the MUNICIPALITY, the staff, resources, and other services necessary to plan and administer the CDBG, HOME, and ESG Grants.

**SECTION 4. MUTUAL COOPERATION**

The COUNTY and the MUNICIPALITY agree to cooperate to undertake, or assist in undertaking, community renewal and lower-income housing assistance activities.

**SECTION 5. PROJECTS FUNDED**

(a) The COUNTY agrees to facilitate, encourage and allow municipal officials and the citizens of the MUNICIPALITY to have the full and open opportunity to submit projects for funding consideration.

(b) The MUNICIPALITY understands and agrees that the COUNTY will have final and ultimate responsibility for selecting activities to be funded through the CDBG, HOME, and ESG programs, and for annual reporting required by HUD.

**SECTION 6. MUNICIPALITY OBLIGATIONS**

(a) The MUNICIPALITY and the COUNTY agree that pursuant to that provisions of Title 24, Code of Federal Regulations, including, but not limited to, Section 570.501(b), the MUNICIPALITY is subject to the same requirements applicable to subrecipients, including, but not limited to, the requirement for a written agreement set forth in Title 24, Code of Federal Regulations, Section 570.503.

(b) The MUNICIPALITY may not apply for grants under the Small Cities or State CDBG Programs from appropriations for fiscal years during the period in which it is participating in the Urban County Program.

(c) The MUNICIPALITY may receive a formula allocation under the HOME Program only through the Urban County, but neither is precluded from applying to the State for HOME funds, if the State allows.

(d) The MUNICIPALITY may receive a formula allocation under the ESG Program only through the Urban County Program, but neither is precluded from applying to the State for ESG funds, if the State allows.

(e) The MUNICIPALITY may not participate in a HOME consortium except through the Urban County Program, regardless of whether the Urban County receives a HOME formula allocation.

(f) The MUNICIPALITY may not sell, trade, or otherwise transfer, all or any portion of such funds to a metropolitan city, urban county, unit of local government, Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits, or non-federal considerations, but must use such funds for activities eligible under Title I of the Housing and Community Development Act of 1974, as amended.

## **SECTION 7. GRANT OF AUTHORITY**

(a) This Agreement covers CDBG, HOME and ESG appropriations for fiscal years 2024, 2025, and 2026, beginning October 1, 2023. This Agreement will automatically be renewed for participation in successive three-year qualification periods. This Agreement remains in effect, and neither the COUNTY nor the MUNICIPALITY can terminate or withdraw from it until funds and program income received with respect to activities carried out during the three-year qualification period, and any successive qualification periods, are expended and the funded activities are completed; unless the MUNICIPALITY or COUNTY provides written notice that it elects not to participate in the new qualification period. A copy of the written notice will be sent to the HUD Jacksonville Field Office by the date specified in the Urban County Qualification Schedule.

(b) The COUNTY agrees that it will notify the MUNICIPALITY, in writing, of its right not to participate – pursuant to Section 7(a) above – by the date specified in HUD's Urban County Qualification Notice for the next qualification period.

(c) Failure by either party to adopt an amendment to the Agreement incorporating all changes necessary to meet the requirements for cooperation agreements set forth in the Urban County Qualification Notice applicable for a subsequent three-year urban qualification period, and to submit such amendment to HUD as provided in the Urban County Qualification Notice, will void the automatic renewal of such qualification period.

**SECTION 8. PERFORMANCE OF SERVICES/CONTRACTS**

(a) As to the use of the CDBG, HOME, and ESG funds received by the COUNTY, the COUNTY may either carry out the CDBG, HOME, and ESG Programs for the MUNICIPALITY or, in the event that the parties jointly determine that it is feasible for the MUNICIPALITY to perform any services in connection with the CDBG, HOME, and ESG Programs, the COUNTY may contract with the MUNICIPALITY for the performance of such services.

(b) Any contracts entered into pursuant to Section 8(a) above shall contain provisions which obligate the MUNICIPALITY to undertake all necessary actions to carry out the CDBG, HOME, and ESG Program and Consolidated Plan, where applicable; within a specified timeframe and in accordance with the requirements of Title I of the Housing and Community Development Act of 1974, as amended, and any and all other applicable laws and implementing regulations.

(c) The MUNICIPALITY agrees to undertake and accomplish all necessary actions, as determined by the County, in order to carry out the Community Development Block Grant Program, the HOME Program, the Emergency Solutions Grant, and the Consolidated Plan.

**SECTION 9. APPLICABLE LAWS/COMPLIANCE**

(a) The MUNICIPALITY and the COUNTY agree to take all actions necessary to assure compliance with the urban county's certification under section 104(b) of Title I of the Housing and Community Development Act of 1974, that the grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act and will affirmatively further fair housing. The MUNICIPALITY and the COUNTY also agree to comply with section 109 of Title I of the Housing and Community Development Act of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973 of Title II of the Americans with Disabilities Act, the Age Discrimination Act of 1975, and Section 3 of the Housing and Urban Development Act of 1968, and all other applicable laws.

(b) The MUNICIPALITY acknowledges and understands that noncompliance by the MUNICIPALITY with all applicable provisions of laws, rules, or regulations may constitute noncompliance by the entire urban county program, and the COUNTY, as the grantee, and the MUNICIPALITY, assume responsibility therefor.

**SECTION 10. FAIR HOUSING**

The MUNICIPALITY acknowledges that the COUNTY will prohibit urban county funding for activities in, or in support of, the MUNICIPALITY if the MUNICIPALITY does not affirmatively further fair housing within the MUNICIPALITY'S jurisdiction and/or if the MUNICIPALITY impedes the COUNTY'S actions to comply with its fair housing certification.

**SECTION 11. LAW ENFORCEMENT**

The MUNICIPALITY has adopted and is enforcing a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations. Furthermore, the MUNICIPALITY has adopted and is enforcing a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction. In furtherance of this provision, specifically, and all other provisions of this Agreement, generally, the MUNICIPALITY agrees to indemnify and hold the COUNTY harmless to the fullest extent provided by law.

**SECTION 12. STATUS OF MUNICIPALITY**

Pursuant to 24 CFR 570.501(b), as well as all other applicable law, the MUNICIPALITY agrees that it is, at a minimum, subject to the same requirements applicable to grantee subrecipients, including the requirement of a written agreement as described in 24 CFR 570.503.

**SECTION 13. PROGRAM INCOME**

The MUNICIPALITY and the COUNTY agree to the following provisions:

- (a) The MUNICIPALITY shall inform the COUNTY of any income generated by expenditure of CDBG, HOME, or ESG funds.
- (b) The MUNICIPALITY may retain program income subject to requirements set forth in the Agreement.
- (c) Any program income retained by the MUNICIPALITY shall be used for eligible activities in accordance with applicable CDBG, HOME or ESG requirements.
- (d) The COUNTY shall have the responsibility to monitor and report to HUD on the use of any such program income thereby requiring appropriate record keeping and reporting by the MUNICIPALITY as may be needed for this purpose.
- (e) In the event of the COUNTY’S failure to qualify as an urban county, or a change in status of the MUNICIPALITY, any program income shall be paid to the COUNTY.



**SECTION 14. REAL PROPERTY**

The MUNICIPALITY and the COUNTY agree with the following standards regarding real property acquired or improved in whole or in part using the CDBG, HOME, or ESG funds:

(a) The MUNICIPALITY shall notify the COUNTY, in a timely manner, of any modification or change in the use of real property from that intended at the time of acquisition or improvement including disposition thereof.

(b) The MUNICIPALITY shall reimburse the COUNTY in an amount equal to the current fair market value (less any portion thereof attributable to expenditure of non-Community Development Block Grant funds) of property acquired or improved with Community Development funds that is disposed of or transferred for use incongruent with CDBG, HOME, or ESG regulations.

(c) In the event of the COUNTY'S failure to qualify as an urban county, or a change in status of the MUNICIPALITY, any program income generated from the disposition or transfer of property shall be paid to the COUNTY.

**SECTION 15. EFFECTIVE DATE**

This Agreement shall take effect upon the execution of the Agreement by the parties.

**SECTION 16. COUNTERPARTS**

This Agreement may be executed in counterparts each of which shall be deemed an original.

**[ THE REMAINDER OF THIS PAGE WAS LEFT INTENTIONALLY BLANK. ]**

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized officials.

**ORANGE COUNTY, FLORIDA**

By: Orange County Board of County Commissioners

By: \_\_\_\_\_  
Jerry L. Demings  
Orange County Mayor

ATTEST: Phil Diamond, CPA, County Comptroller  
As Clerk of the Board of County Commissioners

By: \_\_\_\_\_  
Deputy Clerk

Date: \_\_\_\_\_

**TOWN OF EATONVILLE, FLORIDA**

By: Town of Eatonville Town Council

By: \_\_\_\_\_  
Angie Gardner, Mayor

ATTEST:

By: \_\_\_\_\_  
Veronica King, Town Clerk

Date: \_\_\_\_\_



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## TOWN COUNCIL WORKSHOP

### JULY 5, 2023, AT 06:30 PM

### Cover Sheet

**\*\*NOTE\*\*** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

**ITEM TITLE:** Discuss Town of Eatonville Hurricane Preparedness Plan (**Public Works**)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department: PUBLIC WORKS</b>
<b>INTRODUCTIONS</b>		<b>Exhibits: Hurricane Preparedness Plan</b>
<b>CONSENT AGENDA</b>		
<b>COUNCIL DISCUSSION</b>		
<b>ADMINISTRATIVE</b>	X	

**REQUEST:** To discuss the Hurricane Preparedness Activities for the Public Works Operation Readiness Plan.

**SUMMARY:** The Public Works & Utilities Department has prepared a Hurricane Operation Readiness Plan to implement during the activation of an emergency event that is storm related and that brings potential impact on the Town of Eatonville.

**RECOMMENDATION:** Staff recommend the approval and implementation of the Hurricane Preparedness Plan for the Town.

**FISCAL & EFFICIENCY DATA:** There is no initial fiscal impact unless there is an activation. The council must also look to establish a reserve fund for emergency disaster situations.

# PUBLIC WORKS – HURRICANE PLAN

## Town of Eatonville - Public Works Department

**Procedure:**
**Hurricane Preparedness Plan**
**DRAFT**
**Procedure ID:**
**Revision Date:**

6/23/2023

Revise: Annually

By:

**Approved by:** Valerie W. Mundy, P.E. Interim Public Works Director; Town of Eatonville, FL **Approval Date:**

**Purpose:** This emergency operation plan can cover as a plan for large scale disasters involving wind, flood, and fire losses. The underlying concern of this plan is Hurricane Preparedness.

**Personnel:** All Public Works Personnel

**References:** FAC 62-555.350(15); OSHA 29 CFR 1910.38 (a); Section 1433(b) of Safe Drinking Water Act and Bioterrorism and Preparedness & Response Act of 2002.

**General Precautions:** Hurricane season is June 1<sup>st</sup> to November 30<sup>th</sup>. Advisories and Warnings – Modern detection and tracking devices provided by the National Weather Service can usually provide 12 to 24 hours of advance warning. Advisories are issued by the NOAA Weather Service when hurricanes approach land.

- A “Hurricane Watch” is issued whenever hurricane conditions pose a threat to coastal and inland areas. Everyone in the area covered by the “watch” should take all precautions necessary and listen for further advisories. Be prepared to act promptly if a hurricane warning or evacuation order is issued.
- A “Hurricane Warning” is issued when hurricane winds of 74 miles an hour or higher, or a combination of dangerously high flood water and rough seas are expected within 24 hours. Precautionary actions should begin immediately.

TROPICAL STORM	WINDS:	39 – 73 MPH
CATEGORY 1 STORM	WINDS:	74 - 95 MPH
CATEGORY 2 STORM	WINDS:	96 - 110 MPH
CATEGORY 3 STORM	WINDS:	111 - 130 MPH
CATEGORY 4 STORM	WINDS:	131 - 155 MPH
CATEGORY 5 STORM	WINDS:	OVER 155 MPH

**Initial Conditions:** PREPARATION SCHEDULES SHALL CONFORM TO ORANGE COUNTY/TOWN OF EATONVILLE EMERGENCY OPERATIONAL CONDITIONS.

- **OCCON 1** – Orange County is operating under normal conditions.
- **OCCON 2** – Orange County is operating under standby procedures preparing for conditions for possible danger within 36 to 72 hours.
- **OCCON 3** – Orange County is operating under standby procedures preparing for conditions of possible danger within 24 to 36 hours.
- **OCCON 4** – Orange County is operating under conditions of imminent danger 12 to 24 hours before imminent danger (and the establishment of OCCON 5) all emergency preparedness procedures shall be completed.
- **OCCON 5** – Orange County is operating under conditions of extreme emergency (crisis)

**Hurricane Names:**

- **2023:** Arlene, Bret, Cindy, Don, Emily, Franklin, Gert, Harold, Idalia, Jose, Katia, Lee, Margot, Nigel, Ophelia, Phillippe, Rina, Sean, Tammy, Vince, Whitney
- **2024:** Alberto, Beryl, Chris, Debby, Emesto, Francine, Gordon, Helene, Isaac, Joyce, Kirk, Milton, Nadine, Oscar, Patty, Rafael, Sara, Tony, Valerie, William
- **2025:** Andrea, Barry, Chantal, Dexter, Erin, Fernand, Gabrielle, Humberto, Imelda, Jerry, Karen, Lorenzo, Melissa, Nestor, Olga, Pablo, Rebekah, Sebastien, Tanya, Van, Wendy

# PUBLIC WORKS – HURRICANE PLAN

Section II. Item #2.

## Town of Eatonville - Public Works Department

**Procedure:**  
**Hurricane Preparedness Plan**

**Procedure ID:**

**Revision Date:**  
06/23/2023      Revise: Annually  
By: Valerie Mundy, Interim PW Dir.

### Vulnerability Assessment

- The following system components are reviewed from the standpoint of hurricane exposure.
- Frequent tornadoes are associated with hurricane storm systems compounding the risks listed below.
  1. **Potable Water Well:** Wind damage negligible. Possible contamination from flooding. Damage from lightning.
  2. **Raw Water Lines:** Wind damage negligible. Flooding could result in earth movement dislodging piping. Lightning damage negligible.
  3. **Outside Pump:** Wind damage negligible. Damage from lightning and fire.
  4. **Controls:** Wind damage was attached to light building. Flood damage negligible. High lightning and fire risk.
  5. **Buildings:** Roof damage, metal building damage from wind. Flood damage negligible. High lightning and fire risk.
  6. **Treatment Equipment:** Chlorine and Fluoride. Wind damage to buildings will disrupt treatment. Flood damage negligible. Moderate risk from lightning and fire.
  7. **Ground Storage Tank:** Low risk from wind, flood, or lightning.
  8. **Elevated Storage Tank:** High risk from wind.
  9. **Reuse Distribution:** Wind damage to trees could disrupt piping. Flooding could cause earth settling and/or loss of compaction resulting in pipe separation. Lightning and fire damage negligible.
  10. **Potable Water Distribution:** Wind damage to trees could disrupt piping. Flooding could cause earth settling and/or loss of compaction resulting in pipe separation. Lightning and fire damage negligible.
  11. **Service Connections:** Wind damage to structures would produce leaks at affected service connections. Flood damage negligible. Lightning and fire damage negligible.
  12. **Auxiliary Power Unit:** Wind and flood damage negligible. High risk from lightning and fire.
  13. **Air Stripper Towers:** Wind damage negligible. High lightning and fire risk.
  14. **Lift Stations:** Wind damage negligible. High risk from flooding resulting in spills and excessive pumping times. High risk from lightning.
  15. **Collection System:** Wind damage from trees can disrupt piping. Extreme risk of flood damage resulting in surcharging of collection system and spills. No lightning risk.
  16. **Bulk Chemical Storage Tanks:** Wind damage risk high to partially filled above ground storage tanks. Flood/heavy rainfall could result in large volumes of toxic liquid in containment structures. Lightning damage negligible.
  17. **Overall Plant Site:** Possible wind damage to exterior lighting. Debris blown into tanks, air strippers and buildings could cause mechanical and/or electrical damage. High lightning and fire risk.

# PUBLIC WORKS – HURRICANE PLAN

## Town of Eatonville - Public Works Department

**Procedure:**  
**Hurricane Preparedness Plan**

**Procedure ID:**

The Public Works Director will be responsible for providing public information regarding water quality issues that arise because of the hurricane. Additionally, designated staff will be available to operate the public works hotline regarding customer inquiries. Three basic types of public information will be available for dissemination, as listed below:

1. Pre-hurricane notices regarding warnings not to drink the tap water after a hurricane until all clear message is issued by radio, TV and/or the Town website ([www.townofeatonville.org](http://www.townofeatonville.org)). How to store water for emergency usage and how to keep it disinfected. Usages that are acceptable for water such as flushing commodes, firefighting etc.
2. Initial notices regarding boiling water for specific regions or neighborhoods. Standard literature will be developed, that is readily available for distribution.
3. Post hurricane notices regarding “Discontinued Precautionary Boil Water Advisory”. Standard literature will be developed, that is readily available for distribution.
4. The Chief Water Treatment Operator will coordinate with the public utilities’ laboratory, which will provide the water quality testing and will be responsible for determining quality of water.

### Public Works Director Responsibilities:

- Ensure employees are in the process of updating hurricane plan prior to June 1<sup>st</sup> of each year.
- Establish levels of inventory for seasonally maintained base supplies.
- Approve emergency supply and material purchases.
- Ensure each section has proper staffing for hurricane preparedness.
- Coordinate plan with section and all outside departments.
- Establish and staff the Town EOC, Water Treatment Facility, Public Works, and Fleet for after storm assignments.

### Section Managers and First Line Supervisors Responsibilities:

- In the event of an impending hurricane, the section managers and supervisors will ensure all employees are notified and briefed on these procedures before the 72-hour notice.
- Prepare employees for anticipated OCCOM alerts and begin status checks on vehicles, equipment, tools, supplies and wearing apparel.
- Prepare requests for needed vehicles, equipment, tools, supplies, wearing apparel and protective devices required during storm and forward to Assistance Public Works Director
- Record planned locations of employees during storm and nearest approved shelters.
- Maintain and review material, equipment, and supplies requirement lists.

# PUBLIC WORKS – HURRICANE PLAN

Section II. Item #2.

## Town of Eatonville - Public Works Department

**Procedure:**  
**Hurricane Preparedness Plan**

**Procedure ID:**

### Section Managers and First Line Supervisors Responsibilities:

- Discuss anticipated material needs with maintenance personnel.
- Review the needs not satisfied through pre-checks and ensure they are resolved.
- Correct all deficiencies of pre-check requirements.
- Develop communication network for contacting and transporting employees following all clear
- Review current work schedule and adjust to meet preparedness plan for storm.
- Plan strategy for placement of equipment and vehicles during storm
- Plan protective devices required for building, vehicles, and equipment.
- Process emergency purchase orders for needed supplies and equipment.
- Meet with personnel to discuss all of these plans.
- Maintain checklist of completed items.
- Report all problems to the Public Work Director and/or Field Supervisor.
- Prioritize after storm repair requirements with Public Works Director and/or Assistance Public Work Director
- Assign jobs.
- Each operations section will follow the procedures developed for that section.
- At 24-hours before expected arrival of storm, Public Works Director will meet with their personnel to go over emergency procedures for their section at this time if needed, assign vehicles and work assignments and go over schedule for once all clear is given.
- Managers and supervisors should know where each employee lives in the event they must be picked up from their houses once the storm has passed.
- If designated locations cannot be reached after all clear, employees are to report to the alternate locations.
- All vehicles and extra gas cans to be filled as the last item covered before sending everyone home.
- All emergency engines will be running under load during the pre-checks at the Water Facilities and each lift station.



# PUBLIC WORKS – HURRICANE PLAN

Section II. Item #2.

## Town of Eatonville - Public Works Department

**Procedure:**  
**Hurricane Preparedness Plan**

**Procedure ID: LKM-002**

### Non-Emergency Period Assurance Checklist completed annually prior to May 1<sup>st</sup>

- Notify all employees that this is the beginning of hurricane season.
- Started preliminary preparations for a hurricane.
- Purchased needed supplies.
- Employee ID cards updated as needed.
- All facility updates reviewed and modified.
- Updated employee assignments.
- Updated vehicle status list.
- Updated vehicle assignment list.
- Ensure heavy equipment is operational.
- Vehicle inventory of supplies adequate.
- Vehicle equipment operates properly (lights, horn, cranes, wrench, flashlights, etc.)
- Adequate first aid supplies available.
- Respirators and/or self-contained breathing apparatus operate properly and are full of air.
- Emergency generators and equipment fuel tanks full
- All power tools (gas/battery/electrical) operate properly or repaired as needed.
- Adequate oil on hand for emergency equipment, generators, and vehicles
- Ensure chain saws, portable generators, portable lights, and welder are operable.
- Mechanism is in place for public information (EOC, Radio, TV, Reverse 911 and City Website)

# PUBLIC WORKS – HURRICANE PLAN

## Town of Eatonville - Public Works Department

**Procedure:**  
**Hurricane Preparedness Plan**

**Procedure ID:**

### WATER AND WASTEWATER OPERATIONS

#### Pre emergency period (36 to 72 hours prior to storm)

- A. Verify fuel tank level for emergency generators **(90% max fuel level)**
- B. Verify with Hawkins (chemical supplier) all emergency procedures
- C. Check inside and outside lighting systems.
- D. Check ground storage tank vents and hatches to make sure all is secure.
- E. Police grounds and secure all loose objects.
- F. Check fire extinguishers for readiness.
- G. Check all sump areas and pump operations.
- H. Check phone, radios, battery charging system and cell phones.
- I. Check first aid kit.
- J. Stock emergency food supplies for support staff during storm and verify ice machines are operational.
- K. Check all on-site storm water ponds to make sure overflow structures are clear.

#### Emergency period (24 to 36 hours prior)

- A. Ensure chemical delivery schedule with Hawkins.
- B. Ensure all testing from Biometric Utility Consultants has been completed and reported to FDEP

#### Emergency period (12 to 24 hours prior)

- A. Essential personnel shall report to assigned locations.
- B. Recheck grounds for loose objects.
- C. Field test generator for automatic operations.
- D. Ensure all equipment control switches are in auto.
- E. Final operational check of plant to ensure any parked vehicles are spread apart.
- F. Ensure all fuel tanks on vehicles and spare fuel cans are full.

#### Emergency period (imminent)

- A. Water and wastewater operations activity will be monitored during a storm.
- B. If commercial power is still available when the wind is sustained 35 to 40 mph; the facilities shall be transferred to emergency power.

It is the policy of the Town of Eatonville Public Works Department to provide employees with the safest practical workplace while protecting the public from the risk of accidental release of hazardous material, if any. The primary goal of this *Emergency Response Plan* is to reduce or eliminate injuries, illnesses, or deaths, which may occur in the workplace as a result of an emergency, by heightening the awareness of the employees. Another goal of this plan is to provide all employees with the information necessary to react in a safe and effective manner should an emergency ever occur. This plan is prepared to include results of the Vulnerability assessment completed for the system which was certified and submitted to the US EPA on June 23, 2004.

In order to accomplish these goals, it is necessary to coordinate and work directly with the Orange County Fire Department (OCFD) to the end that the Fire Department is aware of the hazards at Town's Water and Wastewater facilities, the location of hazardous materials, if any, and the expectation of their role as incident commanders. This partnership between the Orange County Fire Department and the Town of Eatonville Public Works Department will result in a more rapid response time to the incident and is the most effective and efficient use of Town resources.

# PUBLIC WORKS – HURRICANE PLAN

Section II. Item #2.

## Town of Eatonville - Public Works Department

**Procedure:**  
**Hurricane Preparedness Plan**

This emergency response plan contains all the required elements as outlined in FAC 62-555-350(15) and OSHA's 29 CFR 1910.38 (a). Also, this emergency response plan shall be reviewed at least annually and updated as appropriate to maintain compliance with changing regulations, address operational changes and to keep current with relevant consensus industry standards. This responsibility is assigned to the Public Works Department. All emergency action plans and changes thereto shall be provided to the Town Manager, the first response fire station and the Fire Department Administration. In addition, a coordinated drill exercising the elements of this emergency action plan shall be conducted at least annually to determine the plan's effectiveness.

### **I. Site Plan Contacts, Internal Information and Critical Phone Numbers (Emergency Call List):**

#### **Site Emergency Plan Coordinator**

Name: Valerie Mundy, P. E. Interim  
Title: Public Works Director  
Contact Office  
Numbers: Cellular 407-576-2642

#### **Field Supervisor Emergency Plan Coordinator**

Name:  
Title: Sidney Silas  
Division: Field Supervisor  
Contact Numbers: Office  
Cellular 321-460-3277

#### **Outside Contacts**

##### **Biometric Utility Consultants, Inc.**

Office: 386-860-3148  
Carlos Tola 386-804-8124 General Manager  
C.J. Tola 386-804-5201 Maintenance Manager

##### **Hawkins, Inc. (Water System Chemical Supplier)**

Office: 612-331-6910  
Ryan Hoosien 407-733-0489 Account Manager

##### **Detroit Diesel (Emergency Generator Maintenance)**

Office:

**PUBLIC WORKS – HURRICANE PLAN****City of Lake Mary Public Works Department****Procedure:**  
**Hurricane Preparedness Plan****Fire Department Head Name:**

Title:

Division:

Contact Numbers:

**City Manager**

Name:

Demetris Pressley

Title:

Chief Administrative Officer

Division:

Office

Contact Numbers:

Cellular

386-479-2298

**External Call List**

Police/Fire/Medical

Other Affected Organizations:

State Warning Point

1-850-413-9911

*1-800-320-0519*

National Response Center

1-800-424-8802

Chemical Emergency Hospitals

Orlando Health Hospital

Advent Hospital North

Department of Environmental Protection

(407) 894-7555

1-877-272-8335 –24 hrs Hot Line Environmental Law Enforcement

# PUBLIC WORKS – HURRICANE PLAN

Section II. Item #2.

## Town of Eatonville - Public Works Department

**Procedure:**  
**Hurricane Preparedness Plan**

### II. Preferred Means of Reporting Fires & Other Emergencies

Any employee observing an emergency situation shall immediately contact the Town of Eatonville Police Department at 911, or 407-623-XXXX and clearly explain the nature of the emergency using the incident types listed below. Upon receiving a notification of an emergency, shall classify the nature of the emergency using the incident types listed below, and immediately put into action the internal and external reporting protocol in that order.

#### Information for Reporting

##### A. Type of Incident:

- Fire
- Chemical Spill/Leak
- Explosion
- Medical
- Weather
- Bomb Threat or Terrorism including bioterrorism
- Violence
- Vandalism
- Other

##### B. Hazard Involved

##### C. Magnitude of the Hazard

##### D. Resources Threatened

##### E. Meteorological Data at the Affected Site

In case of serious injury, on site property damage or environmental impact, the Emergency Plan Contact or the on-call supervisor shall contact the Site Emergency Plan Coordinator and Town Manager/Administrator to report the facts of the situation. This notification may take place as soon as possible but no later than after the situation has been stabilized. However, in the instance of loss of life, major chemical release, site evacuation or off-site threat of contamination or exposure, notification shall take place immediately after notification to 911.

The Town Administrator will have the discretion but will be responsible for notifying the Department Director and any other appropriate official or agencies.

### III. On Site Personnel Emergency Escape Procedures and Routes

Employees shall have full knowledge of the facility alarms and warning properties given for the hazardous materials on site. In case of an alarm, all employees will move immediately upwind of the location of the release, which will be indicated by the alarm and noted wind direction. The employees will then safely evacuate the facility. Employees will gather at the following pre-determined meeting point.

**FIRE:** Upon notification of a fire emergency, all employees shall follow the fire evacuation plan for this facility and assemble at the predetermined collection points (by front entrance gate) for a head count.

**MEDICAL:** All medical emergencies shall be handled through the 9-1-1 system. In case of a chemical contamination

medical emergency only the Fire Rescue Department will arrange for transport of the patient (s) and notification to the receiving hospital will be their responsibility.

**ALL CLEAR:** Notification will be given only by the Site Emergency Plan Coordinator.

# PUBLIC WORKS – HURRICANE PLAN

Section II. Item #2.

## Town of Eatonville - Public Works Department

Procedure:  
Hurricane Preparedness Plan

### IV. Critical Operations

The water distribution system is listed as a critical needs system because it supplies potable water to a large number of citizens and businesses and is a vital function in protecting the public's health and welfare. Therefore, it should be given the highest priority emergency response in the event of a disaster to maintain its vital function.

### V. Alarm Systems

Alarm systems for notifying employees in case of an emergency are one or more of the following:

### VII. Training

All employees manning or visiting this facility shall be trained on the contents of this document including the warning alarms, emergency escape routes and personnel collection points. The Public Works Director will keep the training records. In addition to the employees of the Public Works Department, all contractor personnel shall receive briefing on the contents of this document including the warning alarms, what they mean, emergency escape routes and personnel collection points prior to performing any work at the facility. The PW assistant director will keep these records, with a copy placed in the Process Safety Management file.

### VIII. Wastewater Facilities (Lift Stations):

Four lift stations owned and operated by the Town of Eatonville shall be maintained during the hurricane. Each lift station has an emergency generator to supply power to the lift station pumping system in the event of an outage, with the exception of the Vereen Lift Station. A temporary generator will be required to be installed during this hurricane preparation period.

Exclusions: Private multifamily developments with lift stations, are privately maintained and are not included in this plan. This includes West Kennedy Apartments, Lake View Court, Enclave and Lake Weston Apartments.



Park Place Lift Station



Eaton St. Lift Station

# PUBLIC WORKS – HURRICANE PLAN

Section II. Item #2.

## Town of Eatonville - Public Works Department

Procedure:  
Hurricane Preparedness Plan



**Vereen Lift Station**

No Emergency Generator



**Campusview Lift Station Generator**

Emergency Generator needs a pad

### IX. Potable Water Systems

The potable water system receives its water treatment bulk chemicals on a weekly basis from Hawkins, Inc. Biometric Utility Consultants provides the monitoring, testing and reporting of the water system in accordance with the Florida Dept of Environmental Protection Consent Order.

Detroit Diesel provides the maintenance for the emergency generators. These vendors will be alerted during each operational emergency condition to ensure compliance with this emergency plan. All vendor contacts are listed in this document.



**East Tower**



**Water Plant w/onsite Generator**



# PUBLIC WORKS – HURRICANE PLAN

Section II. Item #2.

## Town of Eatonville - Public Works Department

Procedure:  
Hurricane Preparedness Plan



West Water Tower



Ground Storage Tank



Well #1 w/generator



Well #2



# PUBLIC WORKS – HURRICANE PLAN

Section II. Item #2.

## Town of Eatonville - Public Works Department

Procedure:  
Hurricane Preparedness Plan

### TREE MAINTENANCE PROGRAM

The tree clearing preparation program includes the following:

- 1) Clear all low hanging tree branches (under 12-16 ft high
- 2) Anything over 16 ft. will require outside professional service and equipment
- 3) Tree pruning and cleanout should be performed by an outside contractor. This will allow the wind to flow through the trees during a storm.

During the emergency period, the Public Works crew will remove all fallen trees out of the roadway.





# HISTORIC TOWN OF EATONVILLE, FLORIDA

## TOWN COUNCIL WORKSHOP

### JULY 05, 2023, AT 06:30 PM

### Cover Sheet

**\*\*NOTE\*\*** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

**ITEM TITLE:** Discuss Town of Eatonville Organizational Chart (**Administration**)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department: ADMINISTRATION</b>
<b>INTRODUCTIONS</b>		<b>Exhibits: Proposed Organizational Chart</b>
<b>CONSENT AGENDA</b>		
<b>COUNCIL DISCUSSION</b>		
<b>ADMINISTRATIVE</b>	X	

**REQUEST:** The Administration request review of Town's organizational chart for the Town of Eatonville

**SUMMARY:** Early this year, the Town of Eatonville started reviewing the organization structuring in an effort to improve internal workplace efficiency and to provide better service to citizens and customers. This type of restructuring has not been done in more than 20 years, taking place over several months and resulting in the creation of functional focus areas within the Town Hall. The restructuring included three focus areas: Town Operations, Development Services and Public Infrastructure. The Town's 6 departments now fall under these focus areas based on their programs and activities.

The new structure will allow for quicker and more coordinated response among the Town's approximately 35 staff members. Since the organization's last restructuring, the Town's population has remained the same, but service level demands have increased – as well to improve workplace efficiency.

**RECOMMENDATION:** Staff recommends the approval of the proposal Restructure of the Organizational Chart.

**FISCAL & EFFICIENCY DATA:** The restructuring will adjust salaries to be accomplished within the upcoming FY 2023-24 personnel budget.



# Town of Eatonville Organization Chart

Section II. Item #3.

