



# AGENDA

## City Commission Meeting

6:00 PM – Thursday, May 18, 2023 – City Hall

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**INVOCATION: PASTOR TERRANCE DEMPS, LAKEHAVEN CHURCH**

**PLEDGE OF ALLEGIANCE: COMMISSIONER NAN COBB**

**CALL TO ORDER**

**ACKNOWLEDGE OF QUORUM AND PROPER NOTICE**

**1. AGENDA UPDATE**

**2. APPROVAL OF MINUTES**

**2.1** Approval of Minutes

March 16, 2023 City Commission Meeting

**3. PRESENTATIONS**

**3.1** Proclamation for National Safe Boating Week, "Wear Your Life Jacket to Work Day" and "Wear It Well"

**4. AUDIENCE TO BE HEARD**

**5. CONSENT AGENDA**

**5.1** Resolution Number 23-48: Emergency Management Plan Update 2023

**5.2** Resolution Number 23-50: Authorizing the City Manager To Apply for Lake County Community Development Block Grant (CDBG) Funding for Coolidge Avenue/Rosenwald Gardens Area Improvements

**6. ORDINANCES, PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS**

**6.1** Resolution Number 23-49: Water-Sewer Rate Adjustment

**7. OTHER BUSINESS**

**7.1** Department Updates:  
Parks and Recreation  
City Clerk

**8. FUTURE AGENDA ITEMS**

**9. COMMENTS**

**9.1 City Commission**

**9.2 City Manager**

**9.3 City Attorney**

**9.4 Mayor**

**10. ADJOURNMENT**

**This Agenda is provided to the Commission only as a guide, and in no way limits their consideration to the items contained hereon. The Commission has the sole right to determine those items they will discuss, consider, act upon, or fail to act upon. Changes or amendments to this Agenda may occur at any time prior to, or during the scheduled meeting. It is recommended that if you have an interest in the meeting, you make every attempt to attend the meeting. This Agenda is provided only as a courtesy, and such provision in no way infers or conveys that the Agenda appearing here is, or will be the Agenda considered at the meeting.**

**If a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (Florida Statutes, 286.0105). In accordance with the Americans with Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the City Clerk 48 hours prior to any meeting so arrangements can be made. Telephone (352) 483-5430 for assistance.**

**“Any invocation that may be offered before the official start of the Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Commission and the public. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission, and the Commission is not allowed by law to endorse the religious beliefs or views of this, or any other speaker.”**



# City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION

FROM: Christine Halloran, City Clerk

DATE: May 18, 2023

RE: Approval of Minutes

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**Introduction:**

This item is for consideration of the minutes of the March 16, 2023 City Commission Meeting.

**Recommended Action:**

Approval of the minutes as submitted.

**Prepared By:**

Mary Montez, Deputy City Clerk

**Reviewed By:**

Christine Halloran, City Clerk



# MINUTES

## City Commission Meeting

6:00 PM – Thursday, March 16, 2023 – City Hall

**INVOCATION: ELDER ELIJAH PERRY, CHURCH OF GOD BY FAITH**

**PLEDGE OF ALLEGIANCE: COMMISSIONER ASHCRAFT**

**CALL TO ORDER: 6:30 P.M.**

### ACKNOWLEDGE OF QUORUM AND PROPER NOTICE

**PRESENT:** Commissioner Gary Ashcraft, Commissioner Nan Cobb, Commissioner Willie Hawkins, Vice Mayor Emily Lee and Mayor Michael Holland

#### 1. AGENDA UPDATE

Tom Carrino, City Manager, noted changes to Ordinance 23-06, and the affiliated ordinances, due to action taken during the Local Planning Agency (LPA) meeting.

#### 2. APPROVAL OF MINUTES

##### 2.1 Approval of Minutes

February 13, 2023 City Commission Workshop - Joint Workshop with City Commission and Code Enforcement Board

February 16, 2023 City Commission Workshop - Organizational Grants

January 28, 2023 City Commission Retreat

Motion was made to approve the Minutes as submitted. Motion made by Commissioner Hawkins, Seconded by Vice Mayor Lee. Motion passed on the following vote:

Voting Yea: Commissioner Ashcraft, Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee, and Mayor Holland

#### 3. PRESENTATIONS

##### 3.1 Grants Development and Planning

Mr. Carrino introduced the City's Building Official Matt Adair. Mr. Adair provided a brief history of his professional experience. He confirmed that he has been reviewing the City's processes to streamline things.

Nadine Mann, Grant Writing Specialist for Economic Development, provided an overview of their grants development and planning processes. She commented on how the City can position itself to be more successful in obtaining grants. She noted the City's limited funding available for its projects and many competing priorities. She commented on grant opportunities may be used to augment funding and close any potential funding gaps with the aid of the 1,000s of federal and non-federal grants available. Ms. Mann covered seven key points: Grant Management Lifecycle, Grant Management Framework, six key elements for Strategic Planning, Grant Application Statistics, City Departments' and Business Units' High Priority Projects/Grant Funding Goals, Examples of Potential Grant Funding Opportunities, and the Roadmap to Success with Next Steps. She discussed the need to streamline and

standardize the grant funding process. Ms. Mann reviewed the key resources and grant framework matrix including the role, responsibilities, and grant management including public and private sector factors and considerations to understand the deliverables. She stated the overall goal to strengthen the City's preparedness for the grant process, including the strategic planning to position the City to be successful for the grants available in an effort to respond not react to needs to build the grant pipeline with timelines to understand what is needed.

Ms. Mann provided a review of various grant application statistics including amount of time required for preparation, average number of awards and timeframe for various grant cycles. She cited the top three challenges in seeking grants including the following: 1) Lack of time and/or staff; 2) Difficulty in finding grant opportunities; and 3) Competition. She commented on the need for strategic planning and the grant process. She cited a number of possible grant projects for various City departments. She reviewed some potential grant research opportunities such as T-Mobile Hometown Grant for beautification.

Ms. Mann concluded stating that staff is recommending a workshop with the goal being to prioritize projects to align with the City's mission and goals.

Mr. Carrino indicated the workshop would probably not be held until May due to other workshops already scheduled. He indicated that grants will always be somewhat reactive. He indicated they can use the workshop to develop a more systematic approach to grants.

#### **4. AUDIENCE TO BE HEARD**

Cindy Newton, unincorporated Lake County resident, stated there was an issue regarding notifications for Estes Reserve. She noted the notification received was for that evening and it was not on the agenda. She asked that updates on notifications be sent out.

Commissioner Cobb asked Ms. Newton who was the developer who emailed her and called Eustis "useless". She asked to receive the developer's name and the person's name with Ms. Newton indicating she could provide the developer's name but that she did not have the individual's name.

Mr. Carrino explained that Estes Reserve was removed from the agenda at the request of the applicant who has withdrawn their application.

Darius Kerrison announced that the Eustis Hometown Comedy and Music Festival would be held in Ferran Park on April 1st. He cited various activities that would be included and thanked City staff for their assistance.

#### **5. CONSENT AGENDA**

Resolution Number 23-23: Recording Utility Liens

Resolution Number 23-28: Parks and Recreation ADA Kayak Launch Purchase

Resolution Number 23-29: Colonial Inn Motel

Commissioner Ashcraft asked to pull Resolution 23-28 and Vice Mayor Lee asked to pull Resolution 23-23 for discussion.

Mayor Holland noted that Commissioner Hawkins would be recusing himself from the vote on Resolution 23-29.

Motion made by Commissioner Cobb, Seconded by Commissioner Ashcraft to approve the Consent Agenda with the two resolutions removed. Motion passed on the following vote:

Voting Yea: Commissioner Ashcraft, Commissioner Cobb, Vice Mayor Lee and Mayor Holland

Abstaining: Commissioner Hawkins

**6. ORDINANCES, PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS**

**6.1 Resolution Number 23-23: Recording Utility Liens**

Vice Mayor Lee questioned how the utility bills to be liened could reach such high amounts.

Mike Sheppard, Finance Director, explained that there is an availability charge that continues to accrue even after an account has been shut off for nonpayment. He said that accrues until the meter is pulled.

Discussion was held regarding allowing the bills to accrue with Mr. Carrino stating that staff is going to be more aggressive about monitoring the accounts so they don't get so high and they will be more aggressive in bringing forward the lien recordings.

Mr. Sheppard indicated they could more quickly remove the meters; however, the owner would have to pay to have the meter reinstalled.

Discussion was held regarding the need to address the issue and determine how to address the problem.

Attorney Sasha Garcia announced Resolution Number 23-23: A Resolution by the City Commission of the City of Eustis, Lake County, Florida, approving the recording of water, wastewater and irrigation liens.

Attorney Garcia opened the public hearing at 7:07 p.m. There being no public comment, the hearing was closed at 7:07 p.m.

Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee to approve Resolution Number 23-23. Motion passed on the following vote:

Voting Yea: Commissioner Ashcraft, Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee and Mayor Holland

**6.2 Resolution Number 23-28: Parks and Recreation ADA Kayak Launch Purchase**

Attorney Garcia announced Resolution Number 23-28: A Resolution by the City Commission of the City of Eustis, Lake County, Florida, authorizing a purchase in excess of \$50,000 for the Parks and Recreation Department to purchase an ADA accessible kayak launch utilizing the Sales Tax Revenue allocated in the Public Works Department's approved fiscal year 2022/2023 budget.

Commissioner Ashcraft questioned whether or not the City would need to perform any work on the seawall or the lakewalk to install the kayak launch.

Craig Dolan, Parks and Recreation Director, explained the launch would be placed between the aquatic center and the lakewalk and would only require removing a few bolts and lifting up the lakewalk, doing some remediation on the seawall and then reversing the process.

Commissioner Ashcraft asked how hurricane resistant it would be with Mr. Dolan responding that it is a floating dock and would rise and lower with the lake.

Rick Gierok, Public Works Director, stated that Public Works would build a ramp up to the ledge and install a landing on the land side for ADA access so there would be no load bearing on the wall. He confirmed it is a floating dock and would be relatively stable.

Mr. Dolan confirmed they would be seeking grant funding after fact.

Attorney Garcia opened the public hearing at 7:10 p.m. There being no public comment, the hearing was closed at 7:10 p.m.

Motion made by Commissioner Hawkins, Seconded by Commissioner Cobb to approve Resolution Number 23-28. Motion passed on the following vote:

Voting Yea: Commissioner Ashcraft, Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee and Mayor Holland

### 6.3 Resolution Number 23-24: Site Plan with Waiver to Garages Requirement for a Tiny Homes Community on East Woodward Avenue

Attorney Garcia announced Resolution Number 23-24: A Resolution of the City Commission of the City of Eustis, Florida; approving a site plan with waiver (to Section 110-5.8 Garage Requirement) for a tiny homes community for the Forward Paths organization on approximately 1.2 acres located on the north side of East Woodward Avenue, the west side of S. Grove St., the east side of S. Eustis St., and the south side of E. Key Ave. (Alternate Key Number 1190321).

Heather Croney, Senior Planner, reviewed the requested site plan with waivers for the Forward Paths Tiny Homes Community on East Woodward Avenue. She stated the property owner is Forward Paths Foundation, Inc. and the applicant is Charles C. Hiatt, Halff Associates Inc. Ms. Croney reviewed the waiver request for LDR Section 110-5.8, which requires a garage for all newly constructed single-family dwellings. She indicated the site location and reviewed the existing future land use and design district designations and the proposed site plan with alternate parking and storage. She stated staff's recommendation for approval.

The Commission questioned where a fire truck would be able to turn around within the development.

Chuck Hiatt, Halff Engineers and Supervisors, responded there will be fire breaks in the fence rather than accessing through the existing roads. He noted it has been reviewed and approved by the Fire Department. He added that there are small storage units at the back of each of the homes.

Greg Beliveau, LPG Urban & Regional Planners, explained that City staff required changes to their landscaping plan in order to allow fire access. He indicated this was advised during the DRC process.

Mike Swanson, Fire Chief, confirmed the access was approved by the Fire Department. He also confirmed the development would have a chain link fence around it.

The Commission asked for clarification about the use of the large storage facility if each home has its own storage unit.

Mr. Hiatt responded that the small individual units are for storage of smaller items such as bicycles and the larger facility would be for items such as lawn mowers.

The Commission confirmed that the little garage attached to the homes would be done at build out.

The Commission questioned how many people would be intended per home with Mr. Hiatt indicating there would be two people in each home with one person per bedroom.

The Commission asked if there would be onsite management with Mr. Hiatt responding that there would not be a manager living there; however, there would be individuals monitoring the residents. He also confirmed that all residents would be over 18.

Attorney Garcia opened the public hearing at 7:23 p.m.

The following individuals spoke in support of the project and explained the purpose of the project to provide assistance to young adults aging out of the foster care system: 1) Cindy Griffin; 2) Karen Frank; 3) Lauren Ritchie; 4) Jay Kowalski; 5) Jimmy Burry; 6) Patrick Thomas (Forward Paths board member); 7) Sylvana Ostredor; and 8) John Treadway.

Comments made included the following: 1) Who the residents are; 2) Requirements for the participants including school enrollment and employment; 3) How well the Forward Paths program is run and how it will be an asset to the community; 4) Transportation issues for the participants; 5) How the local technical school will benefit the participants to become productive members of society; 6) Participants are the same as local high school graduates except they lacked a stable home environment; 7) How the development will benefit the community; 8) How little the participants own which minimizes the amount of storage space required; 9) The short amount of time each participant will be in the program; 10) The residents are U.S. citizens and the issue is not about them but about the garages; 11) Lack of problems created by the current participants at the Leesburg program; and 12) Need to waive the garage requirement.

The following individuals expressed opposition to the development: 1) Scott Ansbaugh; 2) David Mischia; 3) Destiny Mischia; 4) Judy Collins Mischia; and 5) Brec Tambo.

Concerns expressed included the following: 1) Lack of parking; 2) Need for onsite management; 3) Need for comprehensive background checks to be completed on residents; 4) Possible public safety issues; 5) Possibility of property becoming a homeless camp; 6) Increased crime within the community and shootings; 7) Concern regarding lack of on-site oversight, possible affect on home values and recent drug-related crimes; and 8) Concern for personal safety, need for background checks and rules for visitors.

Police Chief Craig Capri commented on the safety of the neighborhood and how the police department has addressed homeless problems and crime. He indicated that anyone that causes problems within the development will be held accountable.

Sylvanna Ostredor, a member in the Leesburg program, spoke in support of the program. She noted that she currently works at Lifestream in the crisis stabilizing center and is in school for nursing. She stated most of the participants are on their path to do well and be stable and are not criminals.

Commissioner Hawkins agreed it is a great program but they don't want to minimize the concerns of the citizens.

Jacob Bonning, President of Forward Paths Board, explained how the community was decided upon. He noted they had also considered an apartment complex which would not have needed Commission approval and would have resulted in more units. He explained they wanted a beautiful community and the residents are young people that may have been abandoned by their families and deserve to live a decent life.



Robert Miatt commented on his experience growing up in the foster care system and expressed support for the tiny home community. He added that the residents can't control who moves into the neighborhood. He indicated that in this case, they will have someone they can call if there are problems.

Attorney Garcia closed the public hearing at 8:14 p.m.

Denise Burry, Forward Paths executive director, acknowledged there was an incident; however, they have been on the site for four years and there has been only one incident that resulted in action. She explained the young man in question had only been with them six days when the incident occurred. She explained further about his background and what resulted in the arrest. She indicated he has been released and is being housed in Leesburg rather than Eustis and cited his plans for the future. She emphasized the lack of support that their clients have received in the past. She announced they have hired their own therapist who would become Dr. Dank in a short time. She noted Dr. Dank has been working with Camp Challenge. She discussed their program and explained that all of the participants are required to go to work and to school. She stated they have been housing for nine years in Leesburg and have had few problems. She explained they have an older student in each house to provide guidance. She provided an overview and cited specific students and their accomplishments particularly in the medical field. She stated they have both staff and house parents available and the house parents visit the homes regularly.

Ms. Burry explained how the therapist works with the participants and stated their hope to expand that part of the program. She commented on the location and stated they are bordered by the church, police department and armory. She cited they have security cameras installed and noted that visitors are not allowed for the participant's first two months. She emphasized that over their nine years, they have had far more done to them than has occurred.

Commissioner Hawkins asked how they will address the concerns of the neighbors. He further asked if they do background checks.

Ms. Burry responded they do backgrounds and noted that many are just 18 when they enter the program. She explained they review their cases with Kids Central and indicated they have turned down some students. She commented on the issues the young person that was arrested has experienced. She explained that the youth are afraid to be in the community just as the community is afraid of them. She commented on a similar program being developed in Jacksonville and cited the difficulty in young people finding housing and transportation.

Commissioner Ashcraft asked if they had explored multiple house options with Ms. Burry explaining they are trying to maximize space while teaching life and job skills such as how to take care of a home. She noted it is easier for two roommates to get along rather than more.

Commissioner Cobb asked about the length of stay with Ms. Burry indicating approximately one year to 18 months. Commissioner Cobb asked about the rate of recidivism with Ms. Burry indicating that if they are kicked out or leave prematurely, they can reapply after 90 days. If there are any violent issues then there is no second chance. Commissioner Cobb asked about the screening process with Ms. Burry confirming they do drug testing; however, they don't do it prior to admitting to the housing.

Ms. Burry further explained they use "housing first" principles. She stated that means if you meet their housing needs first some of the other issues go away. She added they can't expect somehow to be at their best if they are barely surviving. She indicated they work closely with independent living and the school system. She confirmed they do random drug and alcohol

testing. She then confirmed that the therapist is there at least once per week but there are almost daily house check-ins by the house parents.

The Commission asked where they get their food and who does the cooking with Ms. Burry responding that Lake Cares food pantry and volunteers bring in food twice a month and that food stamps is also an option. She stated that who cooks is determined by the clients.

The Commission asked if they have a mother with a child they can use the second bedroom with Ms. Burry explaining if the child is young they may share a bedroom. She commented on their experience in allowing a pregnant client and noted they work with KidCentral.

Mr. Ansbaugh commented on the requested waiver noting that they would not have needed to come before the Commission if they did not need the waiver. He emphasized they will not need garages due to the low number of participants who will have cars. He stated the parking lot will primarily be used by those people going in and out to check on the clients. He noted the changes made based on comments from the Development Review Committee.

Commissioner Hawkins cited the possibility of other single family home owners not wanting a garage due to not driving and how the City would have to address that for future residents.

Mr. Ansbaugh noted they have provided documentation that this type of use and operation qualifies for the waiver. He suggested they put a qualifier in the waiver that, should the program close and another use takes over that is not doing the same type of service, they have to first construct garages in the parking lot.

Commissioner Ashcraft noted one of the buildings already has a garage and one has a covered parking area with Mr. Ansbaugh indicating those are not tiny homes and attaching a garage to the tiny homes would double the size of the homes.

The Commission discussed whether or not approving the waiver would create an unfair situation. It was noted that the program is an excellent program.

Following the motion and second, further discussion was held regarding future projects in the City as well as the concerns expressed by the neighbors.

The Commission questioned what is the longest someone has been in the program with Ms. Burry indicating a couple of years. Concern was expressed regarding the participants obtaining cars in the future.

Mr. Carrino asked if the waiver currently is specific to the use and whether or not it would be legal to restrict to this specific use.

Ms. Croney responded that the waiver cites the specific organization with Attorney Garcia stating the Commission can restrict the use to a tiny home community. She indicated waivers are typically done on a case by case basis so it would have to be a continued use.

Ms. Croney stated she has seen conditions placed on conditional use permits; however, she has not seen a condition placed on a site plan with waiver.

Vice Mayor Lee expressed her endorsement for the program. She added her concerns for the residents and how to address their issues. She suggested that the organization meet with the residents to consider how to address their concerns.

Commissioner Ashcraft noted he lives across the street. He expressed concern regarding having a chain link fence around a residential area and stated he would prefer that they look more like regular homes.

Commissioner Hawkins agreed he does not like the fence.

Commissioner Cobb noted that the only issues predate this organization. She added that the one young man has been dealt with and relocated to Leesburg. She commented on how issues will be addressed by the Police Department. She indicated that what is actually before the Commission is a waiver for the garages.

Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee to approve Resolution Number 23-24. The motion passed on the following vote:

Voting Yea: Mayor Holland, Vice Mayor Lee, Commissioner Cobb, Commissioner Hawkins

Voting Nay: Commissioner Ashcraft

6.4 Resolution Number 23-25: Lease Agreement with the Eustis Community Alliance, Inc. for 1128 Clifford Avenue authorizing the City Manager to execute a lease agreement with the Eustis Community Alliance Inc. (ECA) for the building located at 1128 Clifford Avenue

Mayor Holland confirmed that the Commission wanted to continue the meeting since they were past the two hour mark.

Recess: 8:53 p.m. Reconvene: 9:01 p.m.

Attorney Garcia announced Resolution Number 23-25: A Resolution of the City Commission of the City of Eustis, Florida; authorizing the City Manager to execute a lease agreement with the Eustis Community Alliance Inc. (ECA) for City-owned property at 1128 Clifford Avenue.

Pandora Jackson, Director of Operations for ECA, explained the mission of the ECA to provide services for children, families and individuals and noted the presence of Board members at the meeting. She provided a list of services they offer and reviewed their planned projects for 2023. She noted they also will be offering some additional services in conjunction with other entities including basic computer program classes, GED classes with Lake Tech, job search with Career Resource, boys and girls mentor program, reading program, and teen credit awareness program to assist them with information about money management. She reviewed other programs and giveaways they are providing in connection with other agencies as well. She thanked the City for their partnership and support.

The Commission asked to be included on their email list so they are aware of their programs and events with Vice Mayor Lee suggesting they contact the Early Learning Coalition so they could participate in some of their events.

Attorney Garcia opened the public hearing at 9:09 p.m. There being no public comment, the hearing was closed at 9:09 p.m.

Mr. Carrino indicated that the only substantive change to the lease is the extension from a one year lease to a three year lease. He noted there are provisions in the lease in case either of the parties need to cancel before the end of the lease.

Motion made by Commissioner Hawkins, Seconded by Vice Mayor Lee to approve Resolution Number 23-25. The motion passed on the following vote:

Voting Yea: Commissioner Ashcraft, Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee and Mayor Holland

6.5 Resolution Number 23-26: 44 Sharps Circle (Sharps Mobile Home Park)

Attorney Garcia announced Resolution Number 23-26: A Resolution of the City Commission of the City of Eustis, Florida; approving a Code Enforcement Board action to authorize the City Attorney to foreclose on an outstanding code enforcement lien recorded against 44 Sharps Circle LLC.

Eric Martin, Code Enforcement Supervisor, reviewed the lien for roads, driveways, and similar areas not being maintained in a proper state of repair and free of hazardous conditions. He noted that the lien has now accrued to \$127,000. On August 8, 2022, the Code Enforcement Board issued a Final Affect and Conclusion of Law and Order requiring repair and restoration of any and all damaged, worn or otherwise defective sidewalks, walkways, driveways, parking spaces and similar areas to a proper state of repair, free of hazardous conditions, by September 7, 2022, or a fine of \$500 per day of occurrence would be assessed retroactive to July 5, 2022. He stated staff's recommendation for approval.

Mr. Carrino stated that this item has not been addressed as of yet although the owner has addressed other issues. He stated the fines are continuing to accrue. He explained approval would authorize the City Attorney to proceed with foreclosure.

Attorney Garcia opened the public hearing at 9:13 p.m. There being no public comment, the hearing was closed at 9:13 p.m.

Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee to approve Resolution Number 23-26. The motion passed on the following vote:

Voting Yea: Commissioner Ashcraft, Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee and Mayor Holland

6.6 Resolution Number 23-27: Bates Avenue WWTP Expansion – CMAR Services

Attorney Garcia announced Resolution Number 23-27: A Resolution of the City Commission of the City of Eustis, Florida, approving a purchase in excess of \$50,000 for construction management at risk (CMAR) services for the Bates Avenue Wastewater Treatment Facility expansion project and authorizing the City Manager to execute all related agreements and contracts with Wharton-Smith, Inc.; and authorizing budget transfers in the amount of \$2,822,953.

Rick Gierok, Public Works Director, reviewed the Bates Avenue WWTP Expansion - CMAR Services. He explained the project has been in process for five years. He reviewed the history of the plant with a current 2.3 MGD reserved capacity and indicated the current facility is in need of expansion to address future development. He stated Wright Pierce Engineering (WPE) was contracted in 2021 to provide a study for future demands and engineering design of the required expansion with a computer model of the plant that was generated and checked against actual conditions.

Mr. Gierok explained the need for a minimum 600,000 gpd expansion and projection of future neighborhoods in a 20 year look ahead adding that the required expansion is closer to 1,000,000 gpd. He stated Wharton Smith (WS) Construction was awarded in 2021 for the Construction Management at Risk (CMAR) services for the expansion and to work with staff to help value engineer the design, helping to ensure cost certainty and competitive pricing. He reviewed the project cost history, budget, and finance costs including utilization of ARPA funds. He reviewed the bid process utilized and what was included in the base bid. He reviewed the alternates for a Clarifier and a Master Pump Station.

Mr. Gierok indicated the price for the construction plus an additional \$300,000 for Construction Administration & Engineering Support is \$12,487,000 which includes a 2.5% contingency

carried by the Contractor to cover the project's unforeseen costs. He provided a breakdown of the funding. He added that generation of impact fees would increase the budget numbers. He indicated that initially there was a \$1.2 million deficit for the project. He cited several projects with funds left that could be transferred to the project. He then noted a project currently in the budget for an eastern area reuse tank. He stated there is already a reuse tank at the eastern water plant. He suggested pushing the reuse tank out two years and that money be re-allocated to the wastewater plant expansion. He noted that in the two years impact fees will be generated to fund that reuse tank later on. He indicated it would result in a total of \$12,672,000 to cover the project leaving a balance of \$184,000.

The Commission indicated they had previously directed Mr. Gierok to proceed with the project. It was noted that the project is on Rep. Truenow's legislative priority list which could help underwrite a portion of the project.

Mr. Carrino commented on how staff had reviewed the project and considered cutting the project in order to meet budget but it was determined that wasn't viable.

Attorney Garcia opened the public hearing at 9:32 p.m. There being no public comment, the hearing was closed at 9:32 p.m.

Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee to approve Resolution Number 23-27. The motion was approved on the following vote:

Voting Yea: Commissioner Ashcraft, Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee and Mayor Holland

**6.7 FIRST READING**

Ordinance Number 23-05: Voluntary Annexation

Explanation of Ordinances 23-05, 23-06 and 23-07 pertaining to Parcels with Alternate Keys 1784077, 1784140, 1444756, 2585153 and 2535628

Attorney Garcia read Ordinance Number 23-05 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Florida, voluntarily annexing approximately 30.24 acres of real property at Alternate Key Numbers 1784077 and 1784140, generally located at 19702 Eustis Airport Road, east of Lake Joanna and north of Loch Leven.

Jeff Richardson, Deputy Director of Development Services, explained the ordinance was revised due to revisions made by the Local Planning Agency. He indicated that one presentation would be given to cover all three ordinances. He provided an aerial showing the location and explained most of the tree line is on the Lakes of Mount Dora property. He stated the existing land use is Public Facilities and Infrastructure in Lake County and the proposed land use is Mixed Commercial Residential which is consistent with the surrounding land uses. He noted the increase in density is appropriate due to the area urbanizing and being located where two municipalities are coming together. He reviewed the evaluation of the request indicated there is a minor portion of the property within the 100-year floodplain as well as the Wekiva Study Area and the moderate recharge area. He commented on the planned improvements to SR 44 by FDOT. He confirmed the location of utilities and confirmed availability.

Mr. Richardson stated the requested design district is Suburban Neighborhood and is the major design district in that area. He stated the request is consistent with the JPA and statutory requirements and the designations are compatible and consistent for the area. He stated staff's recommendation for approval.

The Commission asked what the plans are for the site with applicant Yasamin Rahmanpa responding they do not yet have any concrete plans. They indicated they need to do a market study to determine the amount of commercial to include. She stated they would anticipate it would be primarily residential due to the surrounding uses. She confirmed the airport use would continue for the time being.

Commissioner Cobb requested that the majority of the tree line be maintained with Ms. Rahmanparast noting that over 75% of the tree line boundary is owned by the other property owner.

Attorney Garcia opened the public hearing at 9:42 p.m. It was confirmed that most of the speakers from the LPA meeting had already left. There being no public comment, the hearing was closed at 9:42 p.m.

Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee to approve Ordinance Number 23-05 on first reading with Alternate Key Numbers 1784077 and 1784140. The motion passed on the following vote:

Voting Yea: Commissioner Ashcraft, Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee and Mayor Holland

**6.8 FIRST READING**

Ordinance Number 23-06: Comprehensive Plan Amendment

Attorney Garcia read Ordinance Number 23-06 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida, amending the City of Eustis Comprehensive Plan pursuant to 163.3187 F.S.; changing the Future Land Use designation of approximately 30.24 acres of recently annexed real property at Alternate Key Numbers 1784077 and 1784140, generally located at 19702 Eustis Airport Road, east of Lake Joanna and north of Loch Leven, from Urban Low in Lake County to Mixed Commercial Residential in the City of Eustis.

Attorney Garcia opened the public hearing at 9:43 p.m. There being no public comment, the hearing was closed at 9:43 p.m.

Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee to approve Ordinance Number 23-06 on first reading with Alternate Key Numbers 1784077 and 1784140. The motion passed by the following vote:

Voting Yea: Commissioner Ashcraft, Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee and Mayor Holland

**6.9 FIRST READING**

Ordinance Number 23-07: Design District Assignment

Attorney Garcia read Ordinance Number 23-07 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; assigning the Suburban Neighborhood Design District designation to approximately 30.24 acres of recently annexed real property at Alternate Key Numbers 1784077 and 1784140, generally located at 19702 Eustis Airport Road, east of Lake Joanna and north of Loch Leven.

Attorney Garcia opened the public hearing at 9:44 p.m. There being no public comment, the hearing was closed at 9:44 p.m.

Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee to approve Ordinance Number 23-07 on first reading with Alternate Key Numbers 1784077 and 1784140. The motion passed on the following vote:

Voting Yea: Commissioner Ashcraft, Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee and Mayor Holland

**7. OTHER BUSINESS**

7.1 Audit Report Presentation

Mike Sheppard, Finance Director, presented an update regarding the annual comprehensive financial report for fiscal year ending September 30, 2022 (ACFR). He explained the difference between the Annual Comprehensive Financial Report (ACFR) and the Budget indicating that the budget is the roadmap and the ACFR is the destination. He stated it is required by GASB accounting standards. He indicated that everyone in the State of Florida is required to do one. He commented that as of the meeting date, the GFOA had not completed its review of the previous year's audit. Mr. Sheppard provided a brief overview of the audit and explanation of the various funds, fund transfers, noncash donations of infrastructure and other miscellaneous items. He indicated that once the audit is finalized the auditor would be giving a brief presentation.

- 7.2 Department Updates:
- Economic Development
- Parks and Recreation
- Library
- Development Services

Mr. Carrino was asked to reschedule the department updates.

**8. FUTURE AGENDA ITEMS: None**

**9. COMMENTS**

**9.1 City Commission**

Commissioner Ashcraft asked about the recovery of Code Enforcement funds with Commissioner Cobb noting she sat in on meetings and has asked for quarterly updates.

Chief Capri indicated they are getting the personnel in place to do collections once the City Attorney green lights the project. He noted they already mitigated one large fine. He commented on their goal to clear out a lot of the cases.

Commissioner Ashcraft asked what could be done at the intersection of Lake Shore and Bay Street. He asked if the stop line could be moved back.

Mr. Gierok indicated that the FDOT project may address some of the issues and stated he would send information regarding the project to the Commission.

Commissioner Cobb asked for an update on the islands with Mr. Gierok indicating they did receive the DOT permits and they should receive the plans next Thursday so they can go out to bid.

Commissioner Cobb asked about the Lake Lincoln lookout project. She expressed concern regarding the number of trees removed. She commented on the need to increase the fine for removal of trees without a permit. She indicated they would only be fined \$3200.

Mike Lane, Development Services Director, stated they would also be requiring them to either 128 2" caliper trees or 64 at 4" caliper.

Commissioner Cobb noted that some of the trees removed were 100-year old oaks and that is not sufficient. She stated her desire to increase the fine to \$1,000 per tree.

**CONSENSUS:** It was a consensus of the Commission for Mr. Lane to bring back an ordinance to increase the fine to \$1,000 per tree.

Commissioner Hawkins thanked everyone for their support following the death of his father. He then asked if the paperwork has been completed for the DEA task force agent spot with Chief Capri indicating they are all set. Commissioner Hawkins explained what the program involves regarding the DEA and the City.

Commissioner Hawkins asked about a drainage issue on Liberty Circle and asked Public Works to check on it prior to doing the paving.

Mr. Gierok responded he would reach out to the resident as he thought the issue was resolved.

## 9.2 City Manager

Mr. Carrino confirmed that the grant workshop would be May 4th at 5 p.m. prior to the regular City Commission meeting. He indicated that the workshop would probably consist of a summary of what they have heard from the departments with the Commission providing input regarding priorities.

Al Latimer, Economic Development Director, confirmed that Nadine Mann, the City's grantwriter, had submitted applications for the legislative appropriations, the DEA, Waste Management, SECO and they are working on a submittal to Duke Energy.

Mr. Carrino explained staff is looking at options to install a timer for the public speakers.

## 9.3 City Attorney

None

## 9.4 Mayor

Mayor Holland commented on the high school band concert. He encouraged everyone to get involved with the different events in the City and thanked those still watching the meeting.

## 10. ADJOURNMENT: 10:07 p.m.

*\*These minutes reflect the actions taken and portions of the discussion during the meeting. To review the entire discussion concerning any agenda item, go to [www.eustis.org](http://www.eustis.org) and click on the video for the meeting in question. A DVD of the entire meeting or CD of the entire audio recording of the meeting can be obtained from the office of the City Clerk for a fee.*

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CHRISTINE HALLORAN  
City Clerk

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MICHAEL L. HOLLAND  
Mayor/Commissioner





# City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: May 18, 2023

RE: Resolution Number 23-48: Emergency Management Plan Update 2023

---

**Introduction:**

Resolution Number 23-48 approves the annual update of the Emergency Management Plan.

**Prepared By:**

Christine Halloran, City Clerk

**Reviewed By:**

Mike Swanson, Fire Chief

Tom Carrino, City Manager

**RESOLUTION NUMBER 23-48**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA; REVISING THE CITY OF EUSTIS EMERGENCY MANAGEMENT PLAN AND DIRECTING THE CITY MANAGER TO KEEP SUCH PLAN CURRENT WITH FEDERAL AND STATE LAW AND REGULATIONS AND IN ACCORD WITH THE LAKE COUNTY EMERGENCY MANAGEMENT PLAN.**

**WHEREAS**, the City of Eustis is desirous of being prepared for natural and man-made disasters and accidents; and

**WHEREAS**, the City of Eustis adopted in July 2007 an emergency management plan for the purpose of protecting the City and its citizens from such disasters and accidents; and

**WHEREAS**, the City of Eustis adopted an updated and revised emergency management plan in May 2022; and

**WHEREAS**, the City of Eustis is desirous of continuing to coordinate its planning activities for emergency management with Lake County, the State of Florida, and the Federal Government; and

**WHEREAS**, the City of Eustis recognizes the need for its existing emergency management plan to be revised in accordance with county, state and federal regulations;

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Eustis Emergency Management Plan, developed in accordance with Florida Statutes 252 and attached hereto as Exhibit A, is hereby approved and adopted and the City Manager is directed to keep the City’s Emergency Management Plan current with Federal and State law and regulations and in accord with Lake County’s adopted Emergency Management Plan.

**DONE AND RESOLVED** this 18<sup>th</sup> day of May, 2023, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

**CITY COMMISSION OF THE  
CITY OF EUSTIS, FLORIDA**

---

Michael L. Holland  
Mayor/Commissioner

**ATTEST:**

\_\_\_\_\_  
Christine Halloran, City Clerk

**CITY OF EUSTIS CERTIFICATION**

**STATE OF FLORIDA  
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me, by physical presence, this 18<sup>th</sup> day of May, 2023, by Michael L. Holland, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

\_\_\_\_\_  
Notary Public - State of Florida  
My Commission Expires:  
Notary Serial No:

**CITY ATTORNEY'S OFFICE**

This document is approved as to form and legal content for the use and reliance of the City Commission of the City of Eustis, Florida.

\_\_\_\_\_  
City Attorney's Office

\_\_\_\_\_  
Date

**CERTIFICATE OF POSTING**

The foregoing Resolution Number 23-48 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

\_\_\_\_\_  
Christine Halloran, City Clerk

# The City of Eustis Emergency Management & Hurricane Plan 2023

Approved: TBD May 18, 2023, by Resolution No. 23-48

Revisions: (Revision 2: September 2019 by Res. No. 19-82)  
(Revision 3: June 2020 by Res. No. 20-39)  
(Revision 4: May 2021 by Res. No. 21-28)  
(Revision 5: May 2022 by Res. No. 22-35)  
Revision 6"



The contents herein are intended to be used as a guideline in the event of a natural or man-made disaster. Depending on the threat and situation, deviation from these guidelines is encouraged to best ensure the safety and protection of lives and property of the Citizens of Eustis. The primary threat to the City of Eustis is that of severe weather such as hurricanes, tornadoes, and/or flooding. This manual was prepared to guide City Employees during these primary threats. However, a disaster event could possibly include other scenarios such as hazardous material incidents, large fires, and acts of terrorism.

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**PURPOSE**

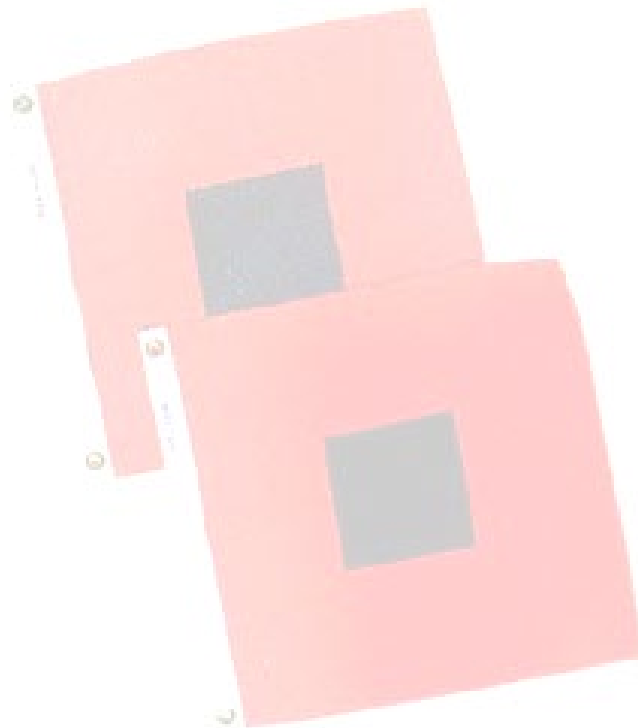
The City's Emergency Management Plan aims to ensure that in the event of a hurricane, severe weather, or another emergency, all situations before, during, and after the event are mitigated quickly and orderly, using the City's available resources and manpower.

The City of Eustis must be prepared to act in a timely manner, as it must consider the welfare of the citizens of Eustis and the welfare of several thousand civilians who may evacuate from the coast.

**SCOPE**

Due to the City's limited manpower and resources, it must anticipate that certain situations are imminent in the event of a hurricane. Each department must handle tasks and, specifically must be held by a combination of two or more departments.

Therefore, this plan is being established to ensure that the City is prepared to meet the demands placed on it, not only for hurricanes but for tornadoes, severe weather, hazardous material incidents, large fires, and acts of terrorism.



**SYNOPSIS OF THE CITY OF EUSTIS  
PEACE TIME EMERGENCY PLAN**

1. The City Manager, as the Chief Executive Officer, is responsible for disaster control, direction, and coordination.
2. The City Manager will designate an Emergency Management Director from the City Staff to plan and coordinate all disaster control activities. That person is the Fire Chief for the City of Eustis.
3. Upon the State Governor of the State of Florida declaring an emergency in the State and/or the County of Lake declaring an emergency in Lake County, the Eustis Mayor shall declare a State of Emergency in the City of Eustis. This declaration will authorize the City Manager and the Emergency Management Director to assume command and control of all City Government functions and perform duties to protect the lives and property of the Citizens of Eustis. The City Manager and Emergency Management Director will frequently communicate with the Eustis City Commission to provide status reports.
4. The City Manager and Emergency Management Director will exercise command and control as authorized by resolution for not more than seven (7) days following the declaration of the State of Emergency by the Eustis City Commission or when disaster control is no longer required as per FL Statute, Chapter 252. Their primary duties will be to the Command Team in coordination with the City, County, State, Federal, and private agencies during that time.
5. Should the County Emergency Management Director activate the Lake County Emergency Operations Center, the Emergency Management Director shall assign a staff member to report to the Lake County Emergency Operations Center and act as a Liaison for the Command Team of the City of Eustis.
6. The City Emergency Management Director will establish an Emergency Operations Centertown, and all members of the Command Team will report to that location upon activation by the City Manager. The primary site for the Command Team will be at the Eustis Memorial Library, or the secondary site will be the Eustis Police Department (provided the locations are safe and habitable). Members should bring necessary personal medications, clothing, and other necessities for an extended stay at this location.
7. The Command Team is the overall operational control element for the City. The Command Group will consist of the City Manager, Emergency Management Director, Director of Parks and Rec, Eustis Police Chief, Public Works Director, Water Department Director, Wastewater Department Director, Finance Director, Building Department Director, and any personnel as assigned by the above.
8. The Task Force Teams and designated personnel and equipment from the Police Department, Fire Department, Public Works Department, Water Department, and Wastewater Departments are strategically placed in various safe locations in the City of Eustis to maintain immediate access to City Facilities and to provide an immediate

response to protect the lives and property of Eustis Residents. Task Force personnel report directly to the Command Team and may be directed to report to either Fire or the Police.

9. Other City Departments and designated staff personnel will support the Command Group and shall have assigned responsibilities under department guidelines.
10. Should a disaster occur that would overtax the City's financial well-being or physical capabilities (excluding all mutual aid agreements), the City Emergency Management Director shall notify the County Emergency Management Director of the situation and request a disaster designation.

**DEFINITIONS**

CM	City Manager
Command Team	Personnel assigned to the Eustis Emergency Operations Center who will direct the activities of the Strike Teams or Task Forces. Members of this team will consist of: <ul style="list-style-type: none"> <li>• City Manager</li> <li>• Emergency Management Director (Fire Chief)</li> <li>• Eustis Police Chief</li> <li>• Eustis Fire Deputy Chief</li> <li>• Public Works Director</li> <li>• Parks and Recreation Director</li> <li>• Finance Director</li> <li>• Development Services Director</li> <li>• Any personnel as assigned by the above</li> </ul>
EEOC	Eustis Emergency Operations Center - a safe and habitable location designated by the City Manager and the Emergency Management Director that will be the command/control/communications center of the City of Eustis during declared emergencies.
EMD	Emergency Management Director – a City Staff Member, designated by the City Manager to use all resources available to protect the lives and property of Eustis residents.
FDEM	Florida Division of Emergency Management – a full-time division that reports directly to the Office of the Florida Governor and is charged with maintaining a comprehensive statewide emergency management program. The division is responsible for coordinating with efforts of the Federal Government with other departments and agencies of state government, with county and municipal governments and school boards, and with private agencies that have a role in emergency management.
FEMA	Federal Emergency Management Agency.
LCEOC	Lake County Emergency Operations Center – a safe and habitable



	location designated by Lake County Officials that will be the command/control/communications center of Lake County during declared emergencies.
Level I EOC Activation Status	Full Activation – Operating under standby procedures, preparing for conditions of probable danger. EOC is fully operational. Public informed. All agencies should coordinate with the EOC as required.
Level II EOC Activation Status	Danger probable – Partial Activation, operating under standby conditions. Key EOC personnel were notified to report. EOC activated. Public informed. County notified. Ensure personnel has been briefed and family responsibilities have been addressed. Municipality/County coordination established.
Level III EOC Activation Status	The danger is possible – Monitoring Phase. They are operating under normal conditions; however, they are monitoring the situation. EOC Section Chiefs and emergency response agencies were notified. Emergency procedures reviewed. Organizational plans reviewed and updated.
PAO	Public Affairs Officer – that person designated by the City Manager and Emergency Management Director to ensure that all levels of communications are maintained during emergency conditions and to ensure the public is advised of all conditions
Staging Area	A safe and habitable location where City employees not assigned specific duties at another location will be housed while awaiting further instruction. This area also serves as the central point for food preparation and distribution. The primary Staging Area is the Eustis Community Center, and the alternate Staging Area will be the Eustis Memorial Library.
Task Force Groups	Designated personnel and equipment from the Police Department, Fire Department, Public Works Department, Water Department, and Wastewater Departments who are assigned to a specific task, with common communications and a leader.
Strike Teams	Designated personnel and equipment of the same kind and type of resources, with common communications and a leader.

**FLORIDA STATUTE – Chapter 252**

**EMERGENCY MANAGEMENT**

**PART I - GENERAL PROVISIONS (ss. 252.31-252.63)**

**252.38 Emergency management powers of political subdivisions.** --Safeguarding the life and property of its citizens is an innate responsibility of the governing body of each political subdivision of the state.

**252.38 (2) MUNICIPALITIES.** - Legally constituted municipalities are authorized and encouraged to create municipal emergency management programs. Municipal emergency management programs shall coordinate their activities with those of the county emergency management agency. Municipalities without emergency management programs shall be served by their respective county agencies. If a municipality elects to establish an emergency management program, it must comply with all laws, rules, and requirements applicable to county emergency management agencies. Each municipal emergency management plan must be consistent and subject to the applicable county emergency management plan. In addition, each municipality must coordinate requests for state or federal emergency response assistance with its county. This requirement does not apply to requests for reimbursement under federal public disaster assistance programs.

**252.38 (3) EMERGENCY MANAGEMENT POWERS; POLITICAL SUBDIVISIONS. --**

(a) In carrying out the provisions of ss. 252.31-252.90, each political subdivision shall have the power and authority:

1. To appropriate and expend funds; make contracts; obtain and distribute equipment, materials, and supplies for emergency management purposes; provide for the health and safety of persons and property, including emergency assistance to the victims of any emergency; and direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set by the federal and state emergency management agencies.
2. To appoint, employ, remove, or provide, with or without compensation, coordinators, rescue teams, fire and police personnel, and other emergency management workers.
3. To establish, as necessary, a primary and one or more secondary emergency operating centers to provide continuity of government and direction and control of emergency operations.
4. To assign and make available for duty the offices and agencies of the political subdivision, including the employees, property, or equipment thereof relating to firefighting, engineering, rescue, health, medical and related services, police, transportation, construction, and similar items or services for emergency operation purposes, as the primary emergency management forces of the political subdivision for employment within or outside the political limits of the subdivision.

5. To request state assistance or invoke emergency-related mutual-aid assistance by declaring a state of local emergency in the event of an emergency affecting only one political subdivision. The duration of each state of emergency declared locally is limited to 7 days; it may be extended, as necessary, in 7-day increments. Further, the political subdivision has the power and authority to waive the procedures and formalities otherwise required of the political subdivision by law pertaining to:

- a. Performance of public work and taking whatever prudent action is necessary to ensure the community's health, safety, and welfare.
- b. Entering into contracts.
- c. Incurring obligations.
- d. Employment of permanent and temporary workers.
- e. Utilization of volunteer workers.
- f. Rental of equipment.
- g. Acquisition and distribution, with or without compensation, of supplies, materials, and facilities.
- h. Appropriation and expenditure of public funds.

(b) Upon the request of two or more adjoining counties, or if the Governor finds that two or more adjoining counties would be better served by an inter-jurisdictional arrangement than by maintaining separate emergency management agencies and services, the Governor may delineate by executive order or rule an inter-jurisdictional area adequate to plan for, prevent, mitigate, or respond to emergencies in such area and may direct steps to be taken as necessary, including the creation of an inter-jurisdictional relationship, a joint emergency plan, a provision for mutual aid, or an area organization for emergency planning and services. A finding of the Governor pursuant to this paragraph shall be based on one or more factors related to the difficulty of maintaining an efficient and effective emergency prevention, mitigation, preparedness, response, and recovery system on an inter-jurisdictional basis, such as:

- 1. Small or sparse population.
- 2. Limitations on public financial resources are severe enough to make maintenance of a separate emergency management agency and services unreasonably burdensome.
- 3. Unusual vulnerability to emergencies as evidenced by a history of emergencies, topographical features, drainage characteristics, emergency potential, and presence of emergency-prone facilities or operations.
- 4. The interrelated character of the counties in a multicounty area.
- 5. Other relevant conditions or circumstances.

**DISASTER PREPAREDNESS**

It is important that prior to any anticipated or unforeseen disaster event and prior to the State and/or County’s Declaration of a State of Emergency, the City be completely prepared for said event.

**City Manager’s Responsibilities:**

1. Ensure adequate training is conducted between the departments on tasks that may be required during a disaster event. This will ensure continuity in the event of an accident, injury, or loss of life.
2. Ensure that items contained in the “Annex Folder” are current and available to the Command Team upon activation of the EEOC. These items include, but are not limited to, Staff Recall Rosters, Equipment Lists, Key Facilities listings, Shelter Locations, etc.
3. Ensure that Emergency Management or related training conducted by Lake County or other agencies is provided to all staff personnel.

**Division Head / Department Directors Responsibilities:**

1. It shall be the responsibility of each Division Head/Department Director (Emergency Service Function) to ensure that personnel involved in a declared emergency maintain accurate records regarding the use of equipment and manpower and all purchases made in support of a declared emergency and that this information is provided to the Finance Director in a timely manner to facilitate the City applying for either State and/or Federal Funds.
2. Ensure adequate cross-training is conducted between personnel assigned to them. This will ensure continuity in the event of an accident, injury, or loss of life.
3. Ensure that items contained in Appendix A, under their cognizance, are maintained and current.
4. Ensure frequent contact is made with local fuel, food, and equipment supply distribution agencies in the Eustis area to guarantee immediate response and distribution before, during, and after a disaster event.
5. Ensure that all equipment in their custody is maintained and in working order. Any non-functioning equipment that may be used during a disaster event shall be repaired as soon as possible.
6. Ensure all employees under their supervision are fully aware of their responsibilities in the case of a disaster event. Further, it is important that those employees have plans in place for their families that can be implemented on short notice.

**Individual Department / Division Responsibilities:**

1. Human Resources Director: Brief all newly hired / re-hired personnel of their responsibilities to the City if their services are required prior to, during, and following a disaster event. Personnel receiving this brief will sign a statement of understanding acknowledging receipt. The Human Resources Director shall also maintain a current personnel recall roster for use by the EEOC.

2. Fire Chief: Ensure that a facility is available to act as the EEOC and that Command Team personnel have the means to live comfortably during extended periods of stay. Items required include but are not limited to bathroom/shower facilities, cots, communications gear, etc. Set up and direct or attend all Command and Operational meetings.
3. Police Chief: Ensure that a facility is available to act as the EEOC and that Command Team personnel have the means to live comfortably during extended periods of stay. Assure the security and safety of the facility. Verify and inspect the fallback location for the EEOC. Set up and direct or attend all Command and Operational meetings.
4. Public Works Director: Ensure all maps of the City of Eustis and the Key Facilities listing are kept current via the Engineering Department. Upon the request of the City Manager, the Public Works Director will provide all maps required to assist the Command Team in the performance of their duties.
5. Finance Director: Will ensure that contingency funds are available in the event they are required for use prior to, during, and following a disaster event. The Finance Director will also ensure all Departments (Emergency Service Functions) are provided with the appropriate training and forms necessary to document the use of equipment and manpower; all purchases made in support of a declared emergency, and to facilitate the City applying for either State and/or Federal Funds
6. Deputy Fire Chief: Maintain a current listing of facilities and their locations, which may house residents with special needs. Maintain contact with local agencies whose facilities may be required to act as staging areas, on short notice, during a disaster event.
7. Parks and Recreation Department Director: Ensure City Facilities designated to house City employees during a disaster event are sufficiently manned and stocked with necessary food items and supplies and support ongoing operations during said emergency.

## PERSONNEL REPORTING CHECKLIST

It is important that prior to any anticipated or unforeseen disaster event and prior to the State and/or County's Declaration of a State of Emergency, individual City Staff members be ready to report for duty. The following is a checklist of supplies that employees should bring with them when reporting to the EEOC or assigned staging areas. Employees should be ready to report for duty at the announcement of Level III Mobilization. Personnel not immediately required to report for duty should maintain these items in the event they may be called upon to assist in storm/disaster event operations.

- ✓ three sets of clothes/work uniform/tee shirts
- ✓ one jacket
- ✓ five each of undershirts, underwear, and pair of socks
- ✓ one extra pair of shoes
- ✓ three bath towels
- ✓ Sleeping bag/bedding
- ✓ Personal flashlight and batteries
- ✓ Personal hygiene items for three days
- ✓ Prescription medication
- ✓ Toothbrush and toothpaste
- ✓ Deodorant
- ✓ Soap
- ✓ Shampoo
- ✓ Razor and shaving cream
- ✓ Mosquito repellent
- ✓ three days' supply of food that does not require refrigeration or cooking
- ✓ three gallons of water
- ✓ Other personal hygiene articles

## FAMILY PREPAREDNESS GUIDE

It is important that each employee's family is ready before any anticipated or unforeseen disaster event and prior to the State and/or County's Declaration of a State of Emergency. In an emergency event situation, there may not be much time for families to prepare, and it could take hours to days to get help after such an event. The following is a minimum set of guidelines to help employee's families prepare for an emergency event:

### Disaster Supply Kit

- ✓ One gallon of water per person for five days and enough non-perishable food for the household for at least five days
- ✓ A non-electric can opener; cooking tools and fuel;
- ✓ paper plates & towels; and plastic utensils & cups
- ✓ Toiletries and personal hygiene supplies such as toothpaste and brush; deodorant; soap; shampoo; and shaving equipment
- ✓ wash cloth and towel; and toilet paper
- ✓ Garbage bags, resealable plastic bags, and tarps
- ✓ Supplies for infants, including diapers and formula
- ✓ Supplies for senior citizens, including special dietary considerations and incontinence pads
- ✓ At least a two-week supply of prescribed family medicines, as well as a typical first-aid kit with bandages, antibiotic cream, headache medicine, and antacids
- ✓ Blankets, pillows, extra clothing
- ✓ Battery-powered NOAA weather radio, HDTV and flashlight with extra batteries
- ✓ A waterproof container with extra cash and important documents, such as insurance, bank account, and Social Security cards
- ✓ A list of important phone numbers, including the family's local pharmacy, doctors, and designated contacts the family can call in case of an emergency
- ✓ Camera to record damage to property
- ✓ Rain gear and hard sole shoes
- ✓ Cleaning supplies and equipment
- ✓ Pet supplies, including food, water, and medicines

### Communication Plan

In case family members are separated from one another during a disaster (a real possibility during the day when adults are at work and children at school), develop a plan for reuniting after the disaster.

Ask an out-of-state relative or friend to serve as the "family contact." After a disaster, it is often easier to call long distance. Make sure everyone in the family knows the contact person's name, address, and phone number.

### Preserve Documents

Make a complete inventory of your home, garage, and surrounding property. The inventory can be either written or videotaped. Include information such as serial numbers, makes and model numbers, physical descriptions, and the price of purchases (receipts, if possible).

Vital documents such as birth and marriage certificates, tax records, credit card numbers, financial records, and wills and trusts can be lost during a disaster. Make two photocopies of these documents and keep the originals in a safe deposit box, keep one copy in a safe place in the house, and give the second copy to an out-of-state friend or relative.

## CHAPTER 1 – Command Team

1. **Level III Mobilization:** The Command Team will be mobilized to Level III under the authorization of the City Manager or his designee if a possibility of danger to the life/property of the City of Eustis residents exists. This level will reflect that of Lake County's mobilization level. The Command Team or a partial team can also be mobilized as soon as severe weather has been forecast or immediately after severe weather has occurred within the city under the authorization of the Police Department, Fire Department, or Public Works Department. Depending upon the urgency and threat conditions, the EOC may or may not be manned at this time.

Command Team personnel are those City employees assigned to the Emergency Operations Center who will direct the activities of the City resources and Task Force Groups as needed. When directed by the City Manager, the Fire Chief shall fill the role of Emergency Management Director. The rest of the members of the Command Team should consist of the following:

- City Manager
- Emergency Management Director
- Eustis Police Chief
- Eustis Fire Deputy Chief
- Finance Director
- Public Works Director
- Human Resources Director
- Development Services Director
- Parks and Recreation Director
- Any Personnel as assigned

Duties of the Command Team include but are not limited to:

- Set up and lead a command staff meeting to discuss, develop and update objectives.
  - This meeting should identify the current level of mobilization and predicted intensity of the storm.
  - The meeting should conclude with a discussion that addresses the next Command and General Staff Meeting.
  - The Command Team Check List should be utilized to identify and track the progress of the plan.
  - The Check List is "Attachment 1A – Command Team Checklist, located within the Hurricane Plan folder.
- Advise the City Commission of Level III Mobilization and maintain constant communication to provide the status of the city.
- Contact Lake County Emergency Management (or the LCEOC if manned) to establish an open line of communication and to notify them of the Eustis



Emergency Operations Center location, phone numbers (land line/cell phone/radio frequencies) and status of city facilities.

- Record all actions taken by the Command Team until the threat of danger has passed or until further directed by the City Manager or his designee.
- Advise all Division Directors / Department Heads to provide a complete listing of available employees. Division Directors shall supply the following information:
  - Employee name, location, and assignment
  - Contact information
  - Note: no individual is to be assigned to an isolated geographical location by themselves. All personnel shall be paired up for safety.
- Advise the Human Resources Department to provide an updated listing of city employees' addresses and phone numbers for recall purposes to the EEOC (or the Public Relations Officer if the EEOC is not manned).
- Advise the Human Resources Department of all overtime needs and have Human Resources call in personnel for assignments outside normal operations.
  - Departments do not need to go through Human Resources for the filling of regular overtime duties.

An example would be public works bringing in equipment operators for the equipment they normally operate.

- Advise all Division Directors / Department Heads to prepare assignments for staffing in the event the Command Team revises the city's activation status to Level II or Level I.
- Advise Parks & Recreation to prepare the primary Staging Area (Eustis Community Center) and the alternate Staging Area (Eustis Memorial Library) for food preparation and distribution. Ensure facilities are adequately prepared to hold a large amount of city personnel.
- Advise all Division Directors / Department Heads to fuel all city vehicles and equipment to maximum capacity and to procure enough fuel, food, and supplies to last the duration following a disaster event. Record expenditures for all procured items.
- Advise all Division Directors / Department Heads to obtain camera equipment and to ensure sufficient memory (or film) is available to provide photo documentation of damage following a storm/disaster event.
- Advise all Division Directors / Department Heads to review their equipment status and to provide a list of equipment available and their location to the EEOC (or the Public Relations Officer if the EEOC is not manned).

- Direct the Public Works Department to position generator units at the EEOC and the Finance Annex. Ensure generator units at the primary and alternate Staging Areas are fueled to maximum capacity and tested. Fuel and test all temporary and installed generators at all other city facilities.
  - Provide local utility companies with complete listing of Eustis key facilities to ensure quick location and identification during a disaster event.
  - Advise all Division Directors / Department Heads to secure loose equipment under their authority. Ensure the Senior Director of Development Services and the Building Department advise all contractors working on development within the city to secure all loose equipment at their work sites.
  - Establish a storm tracking map and post various city reference maps at the EEOC (or the Public Relations Officer if the EEOC is not manned). The Drafting Department will be responsible for this action.
  - Recommend to Lake County Emergency Management (or LCEOC if manned) a primary and alternate building facility (public or private) to serve as a food and supply distribution point for the Red Cross in the event of a storm/disaster event. These facilities must be inspected for safety and structural integrity.
  - Contact local utility companies which provide service in and around the Eustis areas and maintain an open line of communication. Provide all local utility companies with the listing of Key Facilities as found in Annex A.
  - Contact all local businesses in and around the Eustis area who may be able to provide contractual assistance (electrical, pump, and motor repair, heavy equipment contractors, or rentals) and maintain an open line of communication.
  - Ensure coordination of the Public Works Department and the Fire Department in making sandbags available to City Facilities, Special Needs Facilities, and Eustis Residents (in that order) if supplies permit.
  - Notify Eustis residents of the city's status via the City Website, News Releases, social networking websites, and/or by any means reasonably available.
  - Have "Point of Distribution" (POD) areas prepared and identified.
2. **Level II Mobilization:** The Command Team will be mobilized to Level II under the authorization of the City Manager or his designee if a danger to the life/property of the City of Eustis residents is **probable**. This level will reflect that of Lake County's mobilization level. The EEOC will be partially manned at this time by personnel assigned by the City Manager or his designee. Duties of the Command Team include but are not limited to:
- Facilitate General Staff Meetings as needed.
  - Continue to track progress via the "Command Team Checklist."

- Advise the City Commission of Level II Mobilization and maintain constant communication to provide the status of the city.
  - Maintain contact with Lake County Emergency Management (or the LCEOC if manned) and notify them of any changes to locations, phone numbers or any other pertinent information that is required in the case of a disaster event. This information includes resident special needs locations, equipment status, and fuel status.
  - Obtain from Lake County Emergency Management (or the LCEOC if manned) the locations, phone numbers, and status of designated shelters.
  - Advise all Division Directors / Department Heads to direct city employees to secure their computer workstations and equipment by disconnecting the power supply, moving them away from windows, and covering them tightly with weatherproof material. In addition, the IT Department will ensure immediate “backup” of all electronic media, both locally and remotely to ensure minimal loss of data.
  - Police and Fire Departments should coordinate and determine the potential to deploy two Task Force response teams to address incidents of significance within the City of Eustis after the storm has passed.
  - Commander is to ensure all special needs locations in the city are inspected and visited by Fire Inspectors to verify their preparation and readiness.
  - Inspect all city facilities and development worksites to verify that loose equipment has been properly secured.
  - Notify Eustis residents of the city’s status via the City Website, News Releases, social networking websites, and/or by any means reasonably available. Provide a listing of shelters and emergency numbers as soon as they are available.
3. **Level I Mobilization:** The Command Team will be mobilized to Level I under the authorization of the City Manager or his designee if a danger to the life/property of the City of Eustis residents is **inevitable**. This level will reflect Lake County’s mobilization level and **follow the City of Eustis’ declaration of a state of emergency**. The EEOC will be fully manned at this time by the Command Team and other City employees as assigned.

Duties of the Command Team include but are not limited to:

- Facilitate general staff meetings as needed.
- Continue to track progress via the “Command Team Checklist.”
- Advise the City Commission of Level I Mobilization and maintain constant communication to provide the status of the city.

- Maintain contact with the LCEOC and notify them of any changes to locations, phone numbers or any other pertinent information that is required in the case of a disaster event. This information includes resident special needs locations, equipment status, and fuel status.
- Be prepared to form Strike Teams/Task Force Groups for response to incidents within the city or to support a request outside city limits.
- Distribute supplies to the EEOC, Fire Department, Public Works, Police Department and any other location where personnel and assets may be kept. These supplies may, but are not limited to include fuel, food, foul weather gear, etc.
- Direct personnel to frequently check their communications gear and equipment to ensure readiness. The command may perform radio checks and informational broadcasts at set times.
- Notify Eustis residents of the city's status via the City Website, News Releases, social networking websites, and/or by any means reasonably available. Maintain and post an accurate listing of shelters and their capacity status.

4. **Storm / Disaster Event Operations:** In the event, a severe storm/disaster event is in the Lake County / Eustis area, it is the responsibility of the Command Team to monitor all situations and direct personnel to respond to emergency situations

Duties of the Command Team include but are not limited to:

- Directing resources to respond to emergency scenes, thus freeing 911 dispatchers for dispatching.
- Continually monitor storm conditions and notify personnel of potentially dangerous approaching weather conditions.
- Dispatch response groups to assist each other during emergency operations as weather permits.
- Record accurate damage lists as they are reported.
- Continue frequent communication and provide status reports to the LCEOC and the Eustis City Commission.
- **The following emergency procedure will be followed once sustained winds have reached 50 mph.** (Exception to the procedure are actions requiring lifesaving operations)
  - All personnel will leave vehicles and report to their assigned shelters or other secure pre-identified shelter (whichever is closer).
  - No emergency responses will be made by any city employees.

- 911 dispatchers will report this to all emergency responses received by them. They will notify callers to take appropriate action.
- All emergency calls will be documented, and action will be taken upon sustained winds subsiding as the emergency requires.
- LCEOC will be notified that operations have ceased.

Once the storm winds have subsided to operating conditions, LCEOC will be notified, and Strike Team operations will resume.

- Additional survey and assessment teams will be assigned to survey all areas of the city and record damaged areas for search and rescue, damage, and clean-up.
- Notify Eustis residents of the city's status via the City Website, News Releases, social networking websites, and/or by any means reasonably available. Maintain and post an accurate listing of shelters and their capacity status. Direct Eustis residents to the nearest shelter if required.

5. **Post-Storm / Disaster Event Operations:** Many variables will determine the actions of the Command Team following the storm/disaster event. If heavy damage has occurred to buildings in the city, the State of Emergency may be extended by the Commission, and the EEOC may be manned for an indefinite amount of time. Regardless, within 48 hours following the storm/disaster event, the Command Team will meet to critique the storm and also provide information as requested to the LCEOC, FEMA, or any other government agency requiring it.
- Complete a report of damage to buildings and/or equipment with a replacement cost estimate.
  - Under the direction of the City Manager, the Emergency Management Director will instruct Police Department personnel to commandeer local food and distribution facilities if required. This action would only be taken under extreme circumstances in the event of catastrophic damage to the city.
  - Provide the Eustis City Commission with a tour of damaged areas.
  - Advise all Divisions / Departments to take photographs of damage and to provide photos to the EEOC and the Finance Department so that proper documentation can be provided to FEMA if required.
  - Notify Eustis residents of the city's status via the City Website, News Releases, social networking websites, and/or by any means reasonably available. Maintain and post an accurate listing of shelters and their capacity status. Direct Eustis residents to the food and water distribution points if activated.
  - Assist the Red Cross in distribution of food and water.

- Assist Eustis residents with clean-up operations.
- Report problems or concerns that occurred prior to, during, or after the storm/disaster event.
- Complete report of overtime and expenditures.
- Determine any further action by the Command Team and Task Force Groups if required.
- Provide recommendations for change to Emergency Management procedures.

**6. Completion of State of Emergency / Deactivation of EEOC:** The City Manager or his designee will notify the Eustis City Commission, in writing, of his intention to stand down from the declared State of Emergency and EEOC deactivation. All authority to govern will be returned to the Commission upon the date/time of this letter.

**Chapter 1 Attachment Index:**

- A. Command Staff Checklist
- B. Eustis Fire Department Critical Infrastructure Occupancy Record (To be updated annually)
- C. Points of Distribution (POD) locations (North and South Locations)

**CHAPTER 2 – Police Department**

When activated, the Eustis Memorial Library or the Eustis Police Department will be utilized as the Eustis Emergency Operations Center (EEOC) for disasters in the City of Eustis as assigned by the City Manager and the Emergency Management Director.

7. **Level III Mobilization:** Duties of the Police Department include but are not limited to:
- Prepare and provide a complete listing of Police Department personnel assigned to a Task Force (contact information) and their potential assigned location. The number of personnel assigned will correlate to the severity of the storm/disaster event. Ensure that personnel is notified of their assigned duties and the schedule.
  - Provide a complete listing of Police Department employee addresses and phone numbers for recall purposes to the EEOC if manned.
  - Advise all off-duty personnel to secure their residences, provide for their families, and prepare for duty if required.
  - The complete schedule for personnel during a storm/disaster event.

- “Top up” all Police Department vehicles and equipment, and procure enough fuel, food, and supplies to last the duration following a disaster event. Coordinate with the Purchasing Department and the Facilities and Recreation Department on these procurements. Record expenditures for all procured items.
- Test all Police Department equipment, including vehicles, radios, and any other equipment that may be required in the event of a storm/disaster event.
- Review equipment status and provide a list of equipment available and their location to the EEOC (or the Emergency Management Director if the EEOC is not manned).
- Coordinate with the Lake County Sheriff’s Office and the Police Departments of other Lake County municipalities to ensure mutual cooperation and understanding of assigned duties.
- Review the contents of the Emergency Management Plan and ensure all Police Department personnel fully understand their duties during a storm/disaster event.
- Coordinate with other City Divisions / Departments and provide assistance if required.
- Identify if Lake County Emergency Operations plans on opening a shelter within city limits.

8. **Level II Mobilization:** Duties of the Police Department include but are not limited to:

- Place all Police Department personnel in a “no-leave” status.
- Monitor evacuation routes and shelters if open and assign personnel if necessary. Provide information to the EEOC.
- As the EEOC may be activated at this level, provide assistance to EEOC personnel as may be required. Ensure supplies are provided to EEOC personnel.
- Secure any non-essential computer equipment by disconnecting the power supply, moving them away from windows, and covering them tightly with waterproof material.
- Frequently check communications gear and equipment to ensure readiness.
- Inspect all City facilities and development worksites to verify loose equipment has been properly secured.
- Identify if Lake County Emergency Operations plans on opening a shelter within city limits.
  - If Lake County EOC is opening a shelter in city limits, clarify the need to staff the shelter with police officers.

9. **Level I Mobilization:** Duties of the Police Department include but are not limited to:

- Direct Eustis Police Department personnel assigned to a Task Force to proceed to their assigned locations
- Distribute supplies to the Task Force personnel. These supplies include fuel, food, foul weather gear, and any equipment required in the performance of their duties.
- Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
- Frequently check communications gear and equipment to ensure readiness.
- Direct traffic on Evacuation Routes (if applicable).
  - Heavy rain may flood the downtown area of Eustis, and all traffic from the west and north should be directed around the bypass.
  - Heavy rain may also flood the northbound lane on Highway 441 at the SR 19 North exit and will cause possible traffic problems.
  - Any disaster affecting downtown Eustis will send traffic around on the bypass.
  - Exceptions would be medical emergencies going to Advent Health Waterman or its personnel.
- Provide security to evacuated areas (if applicable).
  - Identifying and controlling persons entering lawfully.
  - Keeping out those persons when entry may be life-threatening (i.e., damaged buildings, residences, mobile home parks, and areas that may not have been checked for live downed power lines).
- Provide security assistance for designated shelters (if applicable).

10. **Storm / Disaster Event Operations:** Duties of the Police Department include but are not limited to:

- Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
- Respond to emergency calls and those that require the protection of life/property as weather permits.



- **The following emergency procedures will be followed once sustained winds have reached 50 mph.** (Exception to procedures are actions requiring lifesaving operations)
  - Each Task Force member will leave vehicles and report to their assigned shelters, or a shelter assigned to another Task Force (whatever is closer)
  - No emergency responses will be made.
  - 911 dispatchers will report this to all emergency responses received by them. They will notify callers to take appropriate action.
  - All emergency calls will be documented, and action will be taken upon sustained winds subsiding as the emergency requires.
  - EEOC will be notified that operations have ceased.

Once the storm winds have subsided to operating conditions, EEOC will be notified, and Task Force operations will resume.

11. **Post-Storm / Disaster Event Operations:** Serious medical emergencies will be the first priority after the storm/disaster event. Officers will ensure immediate assistance to those persons. The Administrative Officer on duty in the EEOC will make those calls. The second priority will be violent in-progress calls. Finally, calls that need police service will be handled on a case-by-case basis.

Duties of the Police Department include but are not limited to:

- Those duties listed in 3.e.-g. above (if applicable).
- Assess disaster needs and determine whether search and rescue assistance is required. Notify the EEOC of this requirement.
- If directed by the Emergency Management Director, Police Department personnel will commandeer local food and distribution facilities. This action would only be taken under extreme circumstances in the event of catastrophic damage to the City.
- Provide security to damaged/evacuated areas to prevent looting and injury.
- A Task Force will assist the Public Works Department with the necessary clearing of main roadways. All other personnel will respond to calls to handle emergencies and report damage to the EEOC.
- Upon the direction of the EEOC, provide patrol units to provide the Eustis City Commissioners a tour of damaged areas.
- Assist authorized organizations in the distribution of food and water.

- Assist building personnel in reporting damage to buildings and / or equipment.
- Assist Eustis residents with clean-up operations.
- A complete report of overtime and expenditures.
- Report problems or concerns that occurred prior to, during, or after the storm/disaster event.

### **Chapter 2 Attachment Index:**

#### A. Police Command Staff Checklist

- Department Staffing Availability Form
- ICS-214 Unit Log

## **CHAPTER 3 – Fire Department**

The Eustis Fire Department will be designated as the alternate EEOC in the event the primary EEOC becomes uninhabitable, or the facilities no longer function to properly serve EEOC personnel.

### 12. **Level III Mobilization:** Duties of the Fire Department include but are not limited to:

- Identify and secure locations at strategic locations around the City where Firefighting Strike Teams (either solely or shared with the Strike Teams of other Divisions/Departments) can be placed. Report secured locations to the EEOC (or the City Manager if the EEOC is not manned).
- Prepare and provide a complete listing of Fire Department personnel assigned to Strike Teams (with contact information) and their potential assigned location. The number of personnel assigned will correlate to the severity of the storm/disaster event. Ensure that personnel is notified of their assigned duties and the schedule.
- Provide a complete listing of Fire Department employee addresses and phone numbers for recall purposes to the EEOC (or the City Manager if the EEOC is not manned).
- Advise all off-duty personnel to secure their residences, provide for their families, and prepare for duty if required.
- Complete schedule for personnel during a storm/disaster event.
- “Top up” all Fire Department vehicles and equipment and procure enough fuel, food, and supplies to last the duration and following a disaster event. Coordinate these procurements with the Purchasing Department and the Facilities and Recreation Department. Record expenditures for all procured items.

- Test all firefighting equipment, including vehicles, radios, and any other equipment that may be required in the event of a storm/disaster event.
- Review equipment status and provide a list of available equipment and locations to the EEOC (or the City Manager if the EEOC is not manned).
- Coordinate with the Lake County Fire Department and the Fire Departments of other Lake County municipalities to ensure mutual cooperation and understanding of assigned duties.
- Provide a complete list of special needs locations and status to the EEOC. Visit each special need location and ensure sustainability in the event of a storm/disaster event. Provide guidance in obtaining supplies such as oxygen, food, water, and medicine if required. Test generators at each location and notify the EEOC of each location's status.
- Review the contents of the Emergency Management Plan and ensure all Fire Department personnel fully understand their duties during a storm/disaster event.
- Coordinate with the Public Works Department in making sandbags available to City Facilities, Special Needs Facilities, and Eustis residents (in that order) if supplies permit. Sandbag distribution will be from the Eustis Fire Department.
- Coordinate with other City Divisions / Departments and provide assistance if required.

13. **Level II Mobilization:** Duties of the Fire Department include but are not limited to:

- Place all Eustis Fire Department personnel in a “no-leave” status.
- Monitor special needs locations and assist in readiness procedures if necessary.
- As the EEOC may be activated at this level, ensure the Fire Department building is prepared to act as the alternate EEOC.
- Coordinate with the Public Works Department to fill to maximum capacity all City vehicles designated to hold fresh water (i.e., tankers, water buffalos, water bladders). Assist in the delivery of said vehicles and equipment to strategic locations as assigned by the EEOC.
- Secure any non-essential computer equipment by disconnecting the power supply, moving them away from windows, and covering them tightly with waterproof material.
- Frequently check communications gear and equipment to ensure readiness.
- Inspect the building under the cognizance of the Fire Department for loose equipment. Secure equipment as necessary.

14. **Level I Mobilization:** Duties of the Fire Department include but are not limited to:

- Direct Eustis Fire Department personnel assigned to Strike Teams to proceed to their assigned locations
- Distribute supplies to Strike Team personnel. These supplies include fuel, food, foul weather gear, and any equipment required in the performance of their duties.
- Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
- Frequently check communications gear and equipment to ensure readiness.
- Assist the Public Works Department and Eustis Police Department in keeping the evacuation routes clear (if applicable).

15. **Storm / Disaster Event Operations:** Duties of the Fire Department include but are not limited to:

- Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
- Respond to emergency calls and those that require the protection of life/property as weather permits.
- **The following emergency procedures will be followed once sustained winds have reached 50 mph.** (Exception to procedures are actions requiring lifesaving operations)
  - All Strike Teams will leave vehicles and report to their assigned shelters or a shelter assigned to another Strike Team (whatever is closer)
  - No emergency responses will be made.
  - 911 dispatchers will report this to all emergency responses received by them. Callers will be notified to take appropriate action.
  - All emergency calls will be documented, and action will be taken upon sustained winds subsiding as the emergency requires.
  - The EEOC will be notified that operations have ceased.
  - Once the storm winds have subsided to operating conditions, the EEOC will be notified, and Strike Team operations will resume.

16. **Post-Storm / Disaster Event Operations:** Serious medical emergencies and fire response calls will be the first priority after the storm/disaster event. Firefighting personnel will ensure immediate assistance to those persons. The Administrative Officer on duty in the EEOC will make those calls.

Duties of the Fire Department include but are not limited to:

- Perform area recon and record and document damage.
- See Attachment 3B: Structural Damage Guidelines
- Record Information on Form 3C: Structural Damage Report Form
- Assess disaster needs and determine if search and rescue assistance is required. Notify the EEOC of this requirement.
- Task Force Groups will respond to emergency response calls in order of severity as deemed by LEMS Dispatch.
- Personally visit each special needs location and assess status. Provide an assistance if required.
- Assist authorized organizations in the distribution of food and water.
- Assist Eustis residents with clean-up operations.
- Complete report of overtime and expenditures.
- Inventory all firefighting equipment.
- Report problems or concerns that occurred prior to, during, or after the storm/disaster.

**Chapter 3 Attachments Index:**

- A. Fire Department Checklist
- B. Structural Damage Guidelines
- C. Structural Damage Report Form
  - Department Staffing Availability Form
  - ICS-214 Unit Log

## CHAPTER 4 – Public Works Department

17. **Level III Mobilization:** Duties of the Eustis Public Works Department include but are not limited to:
- Identify and secure locations at strategic locations around the City where Public Works personnel will be assigned (either solely or shared with the Strike Teams of other Divisions/Departments). Report secured locations to the EEOC (or the City Manager if the EEOC is not manned).
  - Prepare and provide a complete listing of Public Works personnel assigned to Strike Teams (with contact information) and their potential assigned location. The number of personnel assigned will correlate to the severity of the storm/disaster event. Ensure that personnel is notified of their assigned duties and the schedule.
  - Provide an updated listing of Public Works personnel addresses and phone numbers for recall purposes to the Human Resources Department.
  - Advise all off-duty personnel to secure their residences, provide for their families, and prepare for duty if required.
  - Complete schedule for personnel during a storm/disaster event.
  - “Top up” all Public Works vehicles and equipment and procure enough fuel, food, and supplies to last the duration following a disaster event. Coordinate with the Purchasing Department and the Facilities and Recreation Department on these procurements. Record expenditures for all procured items.
  - Test all equipment, including vehicles, radios, and any other equipment that may be required in the event of a storm/disaster event.
  - Review equipment status and provide a list of equipment available and their location to the EEOC (or the City Manager if the EEOC is not manned).
  - As heavy rainfall may precede a storm event, monitor all detention/retention ponds in the City and begin lowering levels of said ponds through the use of pumps. Report pond levels to the EEOC if the threat of overflow is possible.
  - Inspect all trees in the City rights-of-way and remove any limbs identified as being a danger to life/property.
  - Identify and secure a safe location to be designated as the “burn” area for storm debris. Coordinate with the Public Works Director in the notification of said area to the Florida Department of Environmental Protection. Verify permit has been obtained for possible activation of the “burn” area.

- Review the contents of the Emergency Management Plan and ensure all Public Works personnel fully understand their duties during a storm/disaster event.
- Coordinate with the Fire Department in making sandbags available to City Facilities, Special Needs Facilities, and Eustis residents (in that order) if supplies permit. Sandbag distribution will be from the Eustis Fire Department.
- Obtain and prepare building materials necessary to board windows and doors at City Hall, Public Works facilities, and any City building under the cognizance of the Public Works Department.
- Coordinate with other City Divisions / Departments and provide assistance if required.
- Place all Public Works Department personnel in a “no-leave” status.

18. **Level II Mobilization:** Duties of the Public Works Department include but are not limited to:

- Continue to monitor the water levels in all City detention/retention ponds. Begin or continue required action to lower the levels of said ponds if necessary.
- Board windows and doors at City Hall, Finance Annex, Library, and Community Center. Supply boarding materials for Fire Stations 22 & 23.
- Secure any non-essential computer equipment by disconnecting the power supply, moving them away from windows, and covering them tightly with waterproof material.
- Frequently check communications gear and equipment to ensure readiness.
- Inspect buildings under the cognizance of the Public Works Department for loose non-essential equipment. Secure equipment as necessary.

19. **Level I Mobilization:** Duties of the Public Works Department include but are not limited to:

- Direct Public Works personnel assigned to Strike Teams to proceed to their assigned locations
- Distribute supplies to Strike Team personnel. These supplies include fuel, food, foul weather gear, and any equipment required in the performance of their duties.
- Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
- Frequently check communications gear and equipment to ensure readiness.
- Assist the Eustis Fire Department and Eustis Police Department in keeping the evacuation routes clear (if applicable).

20. **Storm / Disaster Event Operations:** Duties of the Public Works Department include but are not limited to:

- Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
- Respond to emergency calls and those that require the protection of life/property as weather permits. Assist the Eustis Police Department and the Eustis Fire Department in ensuring road access for emergency vehicles is provided.
- **The following emergency procedures will be followed once sustained winds have reached 50 mph.** (Exception to procedures are actions requiring lifesaving operations)
  - All Strike Teams will leave vehicles and report to their assigned shelters or a shelter assigned to another Strike Team (whatever is closer)
  - EEOC will be notified that operations have ceased.
  - Once the storm winds have subsided to operating conditions, EEOC will be notified, and Strike Team operations will resume.

21. **Post-Storm/Disaster Event Operations:** Clearing evacuation routes and major arterial roads in and through the City will be the first priority after a storm/disaster event. The second priority is the clearing of residential streets. The exception to these priorities is clearing any road or street that is a direct route for emergency vehicles in response to an emergency call.

Duties of the Public Works Department include but are not limited to:

- Assess disaster needs and determine if search and rescue assistance is required. Notify the EEOC of this requirement.
- Strike teams will assist the Eustis Police Department and Eustis Fire Department if search and rescue operations are in effect. All other personnel will respond to calls to handle emergencies and report damage to the EEOC.
- Personally, visit each detention retention pond to review the status of the water levels in said ponds. Take action as necessary to prevent overflow and flooding of residential areas.
- Assist authorized organizations in the distribution of food and water.
- Assist building personnel in reporting damage to buildings and/or equipment.
- Assist Eustis Residents with clean-up operations.
- Complete report of overtime and expenditures.



- Inventory of all Public Works equipment.
- Report problems or concerns that occurred prior to, during, or after the storm/disaster event.

#### **Chapter 4 Attachment Index:**

- A. PW Checklist
- B. PW Equipment List
  - Department Staffing Availability Form
  - ICS-214 Unit Log

### **CHAPTER 5 – Water Department**

The following information is a basic outline of the duties and responsibilities of Water Department personnel. Technical guidance providing more detail should be followed using the Eustis Water System Response Plan (PPM Project no. 205901-VA) dated September 2004 (revised 4/19/2007).

1. **Level III Mobilization:** At least 96 hours prior to the storm's probability to arrive in the Central Florida area the Eustis Water Department duties will include but are not limited to:
  - Place all Water Department personnel in a "no-leave" status.
  - Identify and secure locations where Water Department personnel will be assigned (either solely or shared with the Strike Teams of other Divisions/Departments). Report secured locations to the Eustis Emergency Operations Center (EEOC) or the City Manager if the EEOC is not manned.
  - Prepare and provide a complete listing of Water Department personnel who will be on duty (with contact information) and their potential assigned location. The number of personnel assigned will correlate to the severity of the storm/disaster event. Ensure that personnel, is notified of their assigned duties and the schedule.
  - Provide an updated listing of Water Department employee addresses and phone numbers for recall purposes to the EEOC (or the City Manager if the EEOC is not manned).
  - Advise all Water Department personnel to secure their residences, provide for their families, and prepare for duty if required.
  - "Top off" all Water Department vehicles, equipment, gas cans, and generators. Procure enough fuel, food, and supplies to last the duration and following a disaster event. Coordinate with the Purchasing Department and the Facilities and Recreation Department on these procurements. Record expenditures for all procured items.

- Test all auxiliary power supply units to ensure good working order and filled to maximum capacity. This shall include all portable generators, auxiliary power units at the water treatment plants
- Ensure adequate chemical inventory. The delivery of chemicals may take two or three days after the order is placed, so chemicals should be ordered prior to the Level III notification. Sodium Hypochlorite tanks should be filled to a minimum one-half the tank capacity.
  - Ensure a minimum of 2.5 gallons supply of granular chlorine (HTH) is available.
  - In coordination with the Purchasing Department, ensure that contractual assistance (electrical, pump and motor repair, heavy equipment contractors or rentals) are on a standby basis.
  - Review equipment status and provide a list of equipment available and their location, including secondary placement, to the EEOC (or the City Manager if the EEOC is not manned).
  - Review the contents of the Emergency Management Plan and the Eustis Water System Response Plan and ensure all Water Department personnel fully understand their duties during a storm/disaster event.
  - Ensure that all facility dumpsters have been emptied.
  - Inspect buildings under the cognizance of the Water Department for loose equipment. Secure chemical drums and barrels. Move all loose equipment and inventory within buildings where possible.
  - Ensure that camera equipment with sufficient memory (or film) is available to provide photo documentation of damage following a storm/disaster event.
  - Advise all contractors working on projects to secure all loose equipment at work sites.
- 2. **Level II Mobilization:** At least 72 hours prior to the storm's probability to arrive in the Central Florida area, the Eustis Water Department duties will include but are not limited to:
  - Review the checklist of items in the emergency locker located in the north storage area of the main building. Replace any missing or inoperable items on the list.
  - Obtain and prepare building materials necessary to board windows and doors at Water Department facilities and any City building under the cognizance of the Water Department.

- Coordinate with other City Divisions/Departments and provide assistance if required.
- Inspect, and clean roof drains of all Water Department facilities.
- Secure any non-essential computer equipment by disconnecting the power supply, moving them away from windows, and covering them tightly with waterproof material.

**Level II Mobilization:** At least 48 hours prior to the storm's probability to arrive in the Central Florida area, the Eustis Water Department duties will include but are not limited to:

- Make a decision about when to send personnel assigned to work the storm home.
- Update the 12-hour personnel on-site list and send it to the EEOC.
- Board windows and doors at Water Department facilities and any City Building under the cognizance of the Water Department.
- Frequently check communications gear and equipment to ensure readiness.
- Inspect job sites for loose material and safety issues. Protect the job site from washout.
- All heavy equipment shall be serviced.
- All small equipment (chain saws, mud pumps, packers, etc.) shall be serviced.

**Level II Mobilization:** At least 24 hours prior to the storm's probability to arrive in the Central Florida area, the Eustis Water Department duties will include but are not limited to:

- Water Department personnel should be on standby. Note: Depending on the severity of the storm/disaster event, personnel may be assigned to one or more of the water treatment plants to monitor its operation.
- At least four Water Department personnel will be assigned to be on duty during the storm.
- Distribute supplies to the on-duty Water Department personnel. These supplies include fuel, food, foul weather gear, and any equipment required in the performance of their duties.
- Ensure Chlorine feed levels are increased to 2.0 PPM at each water plant.
- Ensure all fluoride systems are shut down at the water plants.
- Ensure all elevated storage tanks are kept filled to maximum capacity.

- Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel
- Assist the Eustis Fire Department and Eustis Police Department in keeping the evacuation routes clear (if applicable).
- 3. **Level I Mobilization:** At least 8 hours prior to the storm's probability to arrive in the Central Florida area, the Eustis Water Department duties will include but are not limited to:
  - No less than 8 hours before the storm, all supplies shall be assigned to personnel and staging locations.
  - Equipment should be at its assigned location at this point.
  - The Hwy. 44 water plant and the Ardice water plant are available for use by the fire, police, public works, and water department staff for safe shelter and staging of equipment by other departments.
  - All man hours, equipment hours, expenditures, and actions of readiness and cleanup operation shall be logged.
- 4. **Storm / Disaster Event Operations:** Duties of the Water Department include but are not limited to:
  - Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
  - Respond to emergency calls (water, sewer, storm, etc.) and those that require the protection of life/property as weather permits.
  - Record accurate damage lists as they are reported.
  - **Based on the direction of the EEOC** (or the City Manager if the EEOC is not manned): Personnel should report to their assigned location.
    - All personnel will leave vehicles and report to their assigned shelters. Personnel will not leave their assigned shelters.
    - No emergency responses will be made by any city employees.
    - All emergency calls will be documented, and action will be taken upon sustained winds subsiding as the emergency requires.
    - EEOC will be notified that operations have ceased.

5. **Post-Storm / Disaster Event Operations:** Duties of the Water Department include but are not limited to:

- Based on the direction of the EEOC (or the City Manager if the EEOC is not manned): Personnel may begin a movement from the assigned location.
- Report system status to FDEP (Florida Department of Environmental Protection).
- Assess all damage to city water utilities as soon as possible. Perform on-site inspections and repairs to water plant facilities to ensure that the threat of contamination could not occur, and check vents, hatches, screens, etc. A complete report of damage to buildings and/or equipment.
- If the water pressure in the distribution system drops below 20 psi, there is a loss of chlorine residuals in the distribution system or any other threat of contamination in any part of the system, notify the EEOC so that proper notification can be made to the LCEOC, the news media, and posted on the website.
- In the event that the City's water distribution system can no longer deliver water to its customers due to broken water mains, service lines, or loss of water pressure in the system, drinking water distribution locations will be at the City's Water Treatment plants, located at the following locations:
  - 400 Ardice Avenue (Ardice Water Plant)
  - 700 Haselton Street (Haselton Water Plant)
  - 3351 Hwy 44 (bypass) (Hwy 44 Water Plant)
  - Any other location as designated by the EEOC

It is unlikely that all pumping facilities would be out of service at the same time due to the standby pumping capabilities of all the water plants. In the event that all pumping capabilities are lost, water would be supplied by tanker truck for drinking water via the City's water buffalos or, worst case scenario, the Florida National Guard.

- Restoration of water and sewer service.
- Immediately collect bacteriological samples at valid sampling sites (per the sampling plan).
  - Perform temporary repairs to damaged Water Department equipment and property.
  - Assist the Public Works Department and/or Eustis residents with clean-up operations as directed by the EEOC. Join with public works to make a clean-up crew while leaving a crew in water, wastewater & public works for normal assignments.
  - Complete report of overtime and expenditures.

- Inventory of all Water Department equipment.
- Report problems or concerns that occurred prior to, during, or after the storm/disaster event.
- Monitor employees' physical and mental state.

### **Chapter 5 Attachment Index:**

- A. Water Department Checklist
- B. Water Department Key Facilities
  - Department Staffing Availability Form
  - ICS-214 Unit Log

## **CHAPTER 6 – Wastewater Department**

The following information is a basic outline of the duties and responsibilities of Wastewater Department personnel. Technical guidance providing more detail should be followed using the Department Emergency Action Plan. Due to the specific nature of wastewater, it is paramount that the appropriate level of attention is provided to spills, overflows, sewage backups, and process controls in order to protect the general health and welfare of the citizens of Eustis.

### **22. Level III Mobilization:** Duties of the Wastewater Department include but are not limited to:

- Identify and secure locations where Department personnel will be assigned (either solely or shared with the Strike Teams of other Divisions/Departments). Report secured locations to the EEOC (or the City Manager if the EEOC is not manned).
- Prepare and provide a complete listing of Department personnel who will be on duty (with contact information) and their potential assigned location. The number of personnel assigned will correlate to the severity of the storm event or disaster. Ensure that personnel is notified of their assigned duties and the schedule.
- Provide an updated listing of Wastewater Department personnel addresses and phone numbers for recall purposes to the Human Resources Department.
- Advise all Wastewater Department personnel to secure their residences, provide for their families, and prepare for duty if required.
- Complete schedule for personnel during a storm/disaster event.
- "Top off" all Wastewater Department vehicles and equipment as per the updated departmental "Vehicle and Mobile Equipment List".

- Procure enough fuel, food, and supplies to last the duration and following a disaster event. Coordinate these procurements with the Purchasing Department and the Facilities and Recreation Department. Record expenditures of all procured items.
- Test all auxiliary power supply units to ensure they are in good working order and filled to maximum capacity. This shall include:
  - all portable generators
  - auxiliary power units at Lift Stations, and
  - main generators at both the Wastewater Treatment Plants
- Ensure adequate chemical inventory. The delivery of chemicals may take two or three days after the order is placed, so chemicals should be ordered prior to the Level III notification. Sodium Hypochlorite tanks shall be filled to the maximum tank capacity.
- Ensure a maximum supply of liquid or granular chlorine (HTH), sodium peroxide, and belt press polymer is available for decontamination and belt press operations.
- In coordination with the Purchasing Department, ensure that contractual assistance (electrical, pump, and motor repair, heavy equipment contractors, or rentals) are on a standby basis.
- Review equipment status, and segregate like emergency equipment to appropriate staging areas 1) Main WWTP, 2) Eastern WWTP. Provide a list of equipment available and their location to the EEOC (or the City Manager if the EEOC is not manned).
- Review the contents of the Emergency Management Plan and the Wastewater Emergency Action Plan, and ensure all Wastewater Department personnel fully understand their duties during a storm/disaster event.
- Obtain or ensure building materials necessary to board windows, doors, and protect vital equipment are on hand at Wastewater Department facilities, structures, and buildings.
- Coordinate with other City Divisions / Departments and provide assistance if required.
- Commence lowering reclaimed water holding pond levels by extended irrigation at Sprayfield. Promote reclaimed water irrigation use at golf courses, ball fields, parks, and cemetery.

23. **Level II Mobilization:** Duties of the Wastewater Department include but are not limited to:

- Place all Wastewater Department personnel in a “no-leave” status.
- Initiate all hands briefing and training updates: to include at a minimum: 1) purchasing authority & receipt clarity 2) Safety procedures 3) Personal Protective Equipment (PPE), and 4) Event monitoring and recording.

- Commence recording in Special Events Log: record personnel activities, equipment usage, and any notable occurrence or events such as Lift Station loss of power, the periodic status of down systems, and vehicle use and millage.
- Secure any non-essential computer equipment by disconnecting the power supply, moving them away from windows, and covering them tightly with waterproof material.
- Frequently check communications gear and equipment to ensure readiness.
- Inspect buildings and structures at both Wastewater Treatment Plants (WWTP) sites for loose equipment. Secure equipment such as chemical drums, barrels, and hoses. Move all loose equipment and inventory within buildings where possible.
- Barricade with sandbags as necessary to protect chemical feed lines & plumbing to associated chemical storage tanks (Sodium Hypochlorite, Hydrogen Peroxide, and Nitrozone/Bioxide).
- At the Main WWTP, surround Sodium Hypochlorite storage tanks with 55-gallon drums of water to protect tank bases from flying debris. Isolate tank feed lines from each other by use of the tank shut-off valve. Only one of three tanks should be online. Note: If tanks are equalized, a single hole in any tank will cause all tanks to drain.

24. **Level I Mobilization:** Duties of the Wastewater Department include but are not limited to:

- Direct Wastewater Department personnel to proceed to their assigned locations. Note: depending on the severity of the storm/disaster event, personnel may be assigned to jobs outside their area of expertise or work area. Including assignments with other divisions/departments such as Public Works Department or Public Safety Division.
- Ensure the Departmental Command Center located at the Main WWTP office is continuously manned before, during and after the storm event or disaster.
- Distribute supplies to the on-duty Wastewater Department personnel. These supplies include fuel, food, foul weather gear, and any equipment required in the performance of their duties.
- Ensure Chlorine feed levels are closely monitored to ensure automatic controls are functioning properly.
- Shut down all residential reclaim irrigation water equipment.
- Ensure all elevated storage tanks are kept filled to maximum capacity.
- Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
- Frequently check communications gear and equipment to ensure readiness.



25. **Storm / Disaster Event Operations:** Duties of the Wastewater Department include but are not limited to:

- Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
- Respond to emergency calls and those that require the protection of life/property as weather permits.
- Ensure power is maintained at all department facilities and lift stations. In the event of power loss, use backup generators.
- **The following emergency procedures will be followed once sustained winds have reached 50 mph.** (Exception to procedures are actions requiring lifesaving operations)
  - Report to assigned shelters, or a shelter assigned to another Strike Team (whatever is closer)
  - Notify the EEOC that operations have ceased.
- Once the storm winds have subsided to operating conditions, notify the EEOC and resume operations.

26. **Post-Storm / Disaster Event Operations:** Duties of the Wastewater Department include but are not limited to:

- Report system status to FDEP (Florida Department of Environmental Protection).
- Restoration of lost services at lift stations; repair equipment and maintain electrical power.
- Initiate process changes at both Wastewater Treatment Facilities necessary to maintain or restore quality effluent.
- Increase collection of bacteriological samples, as necessary, to ensure process quality.
- Cease rejecting excess flows upon confirmation of effluent quality and holding pond availability.
- Assist building personnel in reporting damage to buildings and/or equipment.
- Perform temporary repairs to damaged departmental equipment and property.
- Assist the Public Works Department and/or Eustis residents with clean-up operations as directed by the EEOC.
- Complete report of overtime and expenditures.
- Inventory of all department equipment.

- Report problems or concerns that occurred prior to, during, or after the storm/disaster event to EEOC and the FDEP as needed.

**Chapter 6 Attachment Index:**

- A. Wastewater Checklist
- B. Wastewater Key Facilities
  - Department Staffing Availability Form
  - ICS-214 Unit Log

**CHAPTER 7  
Development Services-Economic Development-Events**

This chapter addresses the responsibilities of the Development Services Department (Building and Planning Divisions), the Economic Development Department, and Events. Staff positions include the following:

Development Services	Economic Development	Events
<i>Development Services Director</i>	<i>Economic Development Director</i>	<i>Events Director</i>
<i>Deputy Development Services Director</i>	<i>Public Relations Coordinator</i>	<i>Events Coordinator</i>
<i>Senior Planner</i>		<i>Events Assistant</i>
<i>Permit Clerk (X 2)</i>		
<i>Senior Staff Assistant</i>		

27. **Level III Mobilization:** Duties of DS, ED, and Events include but are not limited to:

- Begin documenting events on DS/ED/Events Staff Checklist (Attachment 7A)
- Prepare and provide a complete listing of Development Services, Economic Development, and Events personnel who will be on duty (contact information) and their potential assigned location. The positions listed below as essential personnel will be a minimum. Other positions may be deemed essential; the number of personnel assigned will correlate (1) the status of positions (filled or vacant) and (2) to the severity of the storm/disaster event. Personnel shall be notified of their assigned duties and the schedule at this level.

**Essential Personnel**

Development Services Director

Deputy Development Services Director

- Senior Planner
- Public Relations Coordinator (Assigned to Command Team. See Chapter 1)
- Economic Development Director

- Provide an updated listing of Development Services, Economic Development, and Events personnel addresses and phone numbers for recall purposes to the Human Resources Department and the Emergency Manager.
- Conduct initial meetings with staff. Advise all personnel to secure their residences, provide for their families, and prepare for duty if required. Preparing for duty includes packing food, water, medication, and clothing for a minimum of 72 hours. (See Personnel Reporting Checklist). Non-essential personnel should also prepare supplies if they are called upon to assist.
- Review the contents of the Emergency Management Plan and ensure all personnel fully understand their duties during a storm/disaster event.
- Work with Public Relations Coordinator to prepare a press release for community outreach regarding hurricane preparation, including directions to remove or secure loose items outside to reduce windblown debris, notification of any DS-associated in cancelations, and permit/inspection requirements for reconnection of electricity.
- Fuel department vehicles to maximum capacity and equipped with flashlights and batteries, rain gear, and City maps.
- Request City zone maps (six zones) from the Engineering Department. The number will be determined by the severity of the event. One map for the staging area and one map for each post-storm damage assessment team.
- Provide equipment list to Command.

28. **Level II Mobilization:** Duties of DS, ED, and Events include but are not limited to:

Place DS, ED, and Events personnel in a “no-leave” status.

- Assign damage assessment teams of two persons (driver/scribe) and zones for post-storm windshield survey.
- To the best of the Department’s ability, visit active construction sites and notify owners/contractors to secure loose construction equipment and materials.
- Fuel department vehicles to maximum capacity.
- Ensure radios, cameras and other battery-operated equipment are fully charged and operational.
- Prepare temporary permits for members assigned to duty following a storm/disaster event. This is discretionary based on the severity of the storm/disaster event.
- Secure any non-essential computer equipment by disconnecting the power supply, moving them away from windows, and covering them tightly with waterproof material.

29. **Level I Mobilization:** Duties of DS, ED, and Events include but are not limited to:

- Direct Department personnel to proceed to their assigned location (City Hall in department offices, unless otherwise directed by Emergency Manager); or home if deemed non-essential.
- Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.

30. **Storm / Disaster Event Operations:** Duties of DS, ED, and Events include but are not limited to:

- Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
- Remain at their assigned locations until notified by the EEOC.
- In the event of power loss, relocate to the City Manager's Office, Commission Chambers, and/or first floor north side of the building.

31. **Post-Storm / Disaster Event Operations:** DS/ED/Events are responsible for providing habitability assessments for damaged residences, providing structural damage assessment, and assisting assist in the collection and recording of damage assessment information. Duties of DS, ED, and Events include but are not limited to:

- Immediately communicate with the EEOC and await further direction (i.e., expiration of curfew).
- Receive preliminary damage assessment report (prepared by first responders) from the Emergency Management Director; ensure the report flags those structures that need to be evaluated immediately for habitability so DS/ED/Events personnel can conduct walk-through damage assessment and post structures unsafe if warranted.
- Inspect suspected unsafe structures first.
- Perform windshield survey damage assessment with photo documentation and quick dollar estimate. Record damage to buildings, outbuildings, signs, fences, etc. (See attachment 7B). Make special note of the damage to/destruction of non-conforming structures, including fences, offsite signs, sheds, etc.
- Assess the extent of damage and confer with City Manager regarding possible permit fee waivers.
- Complete report of overtime and expenditures.
- Report problems or concerns that occurred prior to, during, or after the storm/disaster event.

**Chapter 7 Attachment Index:**

- A. DS/ED/Events Staff Checklist
- B. Initial Damage Assessment
  - Department Staffing Availability Form
  - ICS-214 Unit Log

**CHAPTER 8: Left Blank Intentionally**

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**NOTE:**

This chapter was original "Economic Development". During the 2018 revision of the plan it was determined that Development Services/Building Department and Economic Development could be merged and addressed within Chapter 7.

At the time of the revision, this chapter was left blank.

Chief Swanson  
May 21, 2018  
April 5, 2021  
May19, 2022

**CHAPTER 9: FINANCE DEPARTMENT****Purpose**

In the event of the issuance of a Declaration of Disaster, all expenditures associated with emergency response and recovery operations may be reimbursable. For the City to receive the proper reimbursement, it is important that accurate records be kept of all expenditures incurred on an ongoing basis. These include not only purchases of supplies and equipment, but also payroll and expenditures associated with the operation of City vehicles and equipment. Records must be complete and accurate, and must be submitted in a timely fashion. Copies of the appropriate forms are included in the FORMS section of this document. They should be copied and used to maintain pertinent records throughout the duration of the emergency.

**I. PURCHASES**

The City of Eustis Purchasing Policy will be adhered to by all employees and department heads during the activation of the Emergency Plan. Only purchases directly related to emergency operations should be made during this time. Should purchases exceeding the established limits authorized by department heads be required, consult with the Purchasing Director to determine the appropriate manner to proceed.

**II. PAYROLL EXPENDITURES**

In addition to normal reporting procedures for payroll, the **Force Account Labor Summary Record** shall be maintained, recording the regular and overtime hours worked by each employee during the activation of the plan. In maintaining this form, only the following entries should be completed:

- Name/ Position: Assign one line for each employee
- Location of Work: This is the physical location and address where the work is taking place. This must be specific with the address being utilized for each activity. When a site is changed, a new address must be entered.
- Description of Work: Describe the nature of the work taking place during the emergency, even if this is the normal work assigned to the employee(s). Each site must have the description of the work performed even if it is the same as the previous site.
- Date/Hours Worked Each Day Record the regular and overtime hours worked for each employee for each day, beginning with the day the plan was first activated and continuing until deactivation.
- Hourly rate Provide both regular and overtime.
- Benefit Cost Leave blank as Finance will complete the calculation.

## CHAPTER 10 – Parks and Recreation Department

The Parks and Recreation Department is primarily responsible for providing sustenance, sustenance distribution, and logistical support to City employees and ensuring all facilities under their control are secured for a storm/disaster event. The Director of Parks and Recreation will oversee the Primary Staging Area and all City employees assigned to that location. During Emergency Management events, the Library Director will report directly to the Director of Parks and Recreation and will follow the procedures listed in this chapter. In this chapter, the Parks and Recreation Department includes the Library Department personnel.

### 32. Level III Mobilization:

- Staffing list to be confirmed and updated once department heads are notified of a possible storm event.
- Duties of the Parks and Recreation Department are listed on Attachment 10B.
- Prepare the Eustis Community Center to serve as the Primary Staging Area for food preparation, supply distribution, etc.
- Procure enough food and cooking gear to provide meals to City employees to last the duration following a disaster event. The quantity of food items to be purchased is calculated at 100 people per meal x 3 meals per day x 3 days. Coordinate with the Purchasing Department and the Finance Department on these procurements. Record expenditures for all procured items.
- Maintain communication with local food vendors to ensure continuous availability of food supplies during extended operations.
- Determine the approximate number of City personnel assigned to work during the storm and prepare meal schedules accordingly. Notify EEOC of schedule.
- Provide an updated listing of Parks and Recreation Department personnel addresses and phone numbers for recall purposes to the Human Resources Department.
- Advise all Parks and Recreation Department personnel to secure their residences, provide for their families, and prepare for duty, if required.
- Complete schedule for personnel during a storm/disaster event.
- Review the contents of the Emergency Management Plan and ensure all Parks and Recreation Department personnel fully understand their duties during a storm/disaster event.
- Test and fuel all equipment including vehicles, radios, and any other equipment that may be required in the event of a storm/disaster event.
- Review equipment status and provide a list of equipment available and their location to the EEOC (or the City Manager if the EEOC is not manned).

- Coordinate with other City Divisions / Departments, and provide assistance if required.
- Contact Command and identify if there is going to be a Lake County shelter opening within the city limits.

33. **Level II Mobilization:** Duties of the Parks and Recreation Department include but are not limited to:

- Place all Parks and Recreation Department personnel in a “no-leave” status.
- Close all park facilities and cease recreation activities, including the Aquatic Center and the Lakewalk.
- Coordinate with the Public Works Department the boarding of windows and doors to any facility under the cognizance of the Parks and Recreation Department. In addition, perform the following procedures:
  - Remove light globes at the Bandshell, Lakewalk, and Aquatic Center.
  - Remove lower lights at the Bandshell, Aquatic Center, and Ferran Park Playground.
  - Cover electrical sockets at all park facilities with plastic bags. (Highlighted items to be completed by Public Works)
  - Secure all loose items at the Aquatic Center that could become a flying debris hazard during heavy winds. Place chairs in the pool, remove lane lines, reduce the water level, and turn off electricity and heaters.
- Secure any non-essential computer equipment by disconnecting the power supply, moving them away from windows, and covering them tightly with waterproof material.
- Frequently check communications gear and equipment to ensure readiness.
- Begin stockpiling ice at the Primary Staging Area.
- Inspect buildings under the cognizance of the Parks and Recreation Department for loose non-essential equipment. Secure equipment as necessary. The Parks and Recreation Department, in coordination with the Public Works Department, is responsible for the securing and safety of the following buildings:
  - Facilities & Recreation Office
  - American Legion Building
  - Aquatic Center
  - Bandshell
  - Cardinal Office & Warehouse
  - Clifford Taylor House
  - Eustis Community Center



- Lakewalk / Seawall
- Senior Service Center
- Eustis Memorial Library

34. **Level I Mobilization:** Duties of the Parks and Recreation Department include but are not limited to:

- Direct Parks and Recreation Department personnel to proceed to their assigned locations.
- The Director of Parks and Recreation will assume command and control of the Primary Staging Area. Following a roll call, the Director will report personnel and equipment status to the EEOC.
- Begin meal preparation and distribution if required.
- Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
- Frequently check communications gear and equipment to ensure readiness.

35. **Storm / Disaster Event Operations:** Duties of the Parks and Recreation Department include but are not limited to:

- Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
- Continue providing meals to City employees as weather permits.

36. **Post-Storm / Disaster Event Operations:** Duties of the Parks and Recreation Department include but are not limited to:

- Continue meal preparation and distribution to City employees during clean-up operations until secured by the EEOC.
- Assume command and control authority over any locally assigned distribution point as designated by the EEOC.
- Assist authorized organizations in the distribution of food and water
- Assist building personnel in reporting damage to buildings and/or equipment
- Assist Eustis residents with clean-up operations.
- A complete report of overtime and expenditures.
- Report problems or concerns that occurred prior to, during, or after the storm/disaster event.

**Chapter 10 Attachment Index:**

- 10A. Parks and Recreation Checklist
- 10B. Parks and Rec Emergency Phone List.
- 10C. Hurricane Food – Purchase List
- 10D. Hurricane meal menu
- 10E. Hurricane Emergency Action Plan (EAP) Publix Letter (2018)
  - Department Staffing Availability Form
  - ICS-214 Unit Log

**CHAPTER 11 – Library Department**

Eustis Memorial Library personnel are assigned to the Library Department.

1. **Level III Mobilization:** Duties of the Library Department include but are not limited to:
  - Prepare and provide a complete listing of Library personnel who may be assigned work during a storm/disaster event (with contact information). These personnel will be assigned to the Primary Staging Area at the Eustis Community Center. The number of personnel assigned will correlate to the severity of the storm/disaster event. Ensure that personnel is notified of their assigned duties and the schedule.
  - Prepare the Eustis Library for closing and EOC needs.
  - Determine the approximate number of City personnel assigned to work during the storm. Notify EEOC of the schedule.
  - Provide a complete listing of Library Department employee addresses and phone numbers for recall purposes to the EEOC (or the City Manager if the EEOC is not manned).
  - Advise all Library Department personnel to secure their residences, and provide for their families and prepare for duty, if required.
  - Complete schedule for personnel during a storm/disaster event.
  - Review the contents of the Emergency Management Plan and ensure all Library Department personnel fully understand their duties during a storm/disaster event.
  - Test and fuel all equipment, including vehicles, radios, and any other equipment that may be required in the event of a storm/disaster event.
  - Review equipment status and provide a list of equipment available and their location to the EEOC (or the City Manager if the EEOC is not manned).

- Coordinate with other City Divisions/Departments and provide assistance if required.

2. **Level II Mobilization:** Duties of the Library Department include but are not limited to:

- Place all Library personnel in a “no-leave” status.
- Have windows and doors boarded at the Eustis Memorial Library and perform the following procedures:
- Secure any non-essential computer equipment by disconnecting the power supply, moving them away from windows and covering them tightly with waterproof material.
- Frequently check communications gear and equipment to ensure readiness.

**The Eustis Memorial Library personnel list is attached.**

3. **Level I Mobilization:** Duties of the Library Department include but are not limited to:

- Direct Library personnel to proceed to their assigned locations.
- Following a roll call, the Director will report status of personnel and equipment to the EEOC.
- Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
- Frequently check communications gear and equipment to ensure readiness.

4. **Storm/Disaster Event Operations:** Duties of the Library Department include but are not limited to:

- Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
- Continue providing meals to City employees as weather permits.

5. **Post-Storm / Disaster Event Operations:** Duties of the Library Department include but are not limited to:

- Assume command and control authority over any locally assigned distribution point as designated by the EEOC.
- Assist authorized organizations in the distribution of food and water.
- Assist building personnel in reporting damage to buildings and / or equipment.
- Assist Eustis residents with clean-up operations.

- Complete report of overtime and expenditures.
- Report problems or concerns that occurred prior to, during, or after the storm/disaster event.

## CHAPTER 12 – Human Resources

### 1. **Level III Mobilization:** Duties of Human Resources include but are not limited to:

- Provide a current listing of City personnel (with contact information) to the EEOC (or the City Manager if the EEOC is not manned).
- Advise all Human Resource personnel to secure their residences, provide for their families, and prepare for duty if required.
- Complete schedule for personnel during a storm/disaster event.
- Review the contents of the Emergency Management Plan and ensure all Human Resources personnel fully understand their duties during a storm/disaster event.
- Coordinate with other City Divisions / Departments, and provide assistance if required.

### 2. **Level II Mobilization:** Duties of Human Resources include but are not limited to:

- Place all Human Resources personnel in a “no-leave” status.
- Secure any non-essential computer equipment by disconnecting power supply, moving them away from windows, and covering them tightly with waterproof material. Move any other equipment, including books and audio/visual items away from the windows.

### 3. **Level I Mobilization:** Duties of Human Resources include but are not limited to:

- Direct Human Resource personnel assigned to work during the storm/disaster event to proceed to their assigned locations. All others not assigned will proceed home and await further orders.

### 4. **Storm / Disaster Event Operations:** Duties of Human Resources include but are not limited to:

- Human Resource personnel shall remain at their assigned locations until further notice from the EEOC.

**5. Post-Storm / Disaster Event Operations:** Duties of Human Resources include but are not limited to:

- Upon direction of the City Manager or his designee, Human Resources will prepare emergency temporary hiring of personnel who may be required to assist in clean-up efforts.
- Assist Eustis residents with clean-up operations. Complete report of overtime and expenditures.

**Chapter 12 Attachment Index:**

- A. Attachment 12A Human Resources Staff Checklist
- B. Attachment 12B Emergency Compensation Policy
  - Department Staffing Availability Form
  - ICS-214 Unit Log

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Annex (not for public release)

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## CHAPTER 1 – Command Team

1. **Level III Mobilization:** The Command Team will be mobilized to Level III under the authorization of the City Manager or his designee in the event that a possibility of danger to life / property of the City of Eustis residents exist. This level will reflect that of Lake County's mobilization level. The Command Team or a partial team can also be mobilized as soon as severe weather has been forecast or immediately after severe weather has occurred within the city under the authorization of the Police Department, Fire Department, or the Public Works Department. The EOC may or may not be manned at this time depending upon the urgency and threat conditions.

Command Team personnel are those City employees assigned to the Emergency Operations Center who will direct the activities of the City resources and Task Force Groups as needed. When directed by the City Manager, the Fire Chief shall fill the role of Emergency Management Director. The rest of the members of Command Team should consist of:

- City Manager
- Emergency Management Director
- Eustis Police Chief
- Eustis Fire Deputy Chief
- Finance Director
- Public Works Director
- Human Resources Director
- Development Services Director
- Parks and Recreation Director
- Any Personnel as assigned

Duties of the Command Team include but are not limited to:

- a. Setup and lead a command staff meeting to discuss develop and update objectives.
  - i. This meeting should identify the current level of mobilization and predicted intensity of the storm.
  - ii. The meeting should conclude with a discussion, which addresses the next Command and General Staff Meeting.
  - iii. The Command Team Check List should be utilized to identify and track the progress of the plan.
    1. The Check List is "Attachment 1A – Command Team Checklist" located within the Hurricane Plan folder.
- b. Advise the City Commission of Level III Mobilization and maintain constant communication to provide status of the city.
- c. Contact Lake County Emergency Management (or the LCEOC if manned) to establish an open line of communication and to notify them of the Eustis Emergency Operations Center location, phone numbers (land line / cell phone / radio frequencies) and status of city facilities.

- d. Record all actions taken by the Command Team until the threat of danger has passed, or until further directed by the City Manager or his designee.
- e. Advise all Division Directors / Department Heads to provide a complete listing of available employees. Division Directors shall supply the following information:
  - i. Employee name, location, and assignment
  - ii. Contact information
  - iii. Note: no individual is to be assigned to an isolated geographical location by themselves. All personnel shall be paired up for safety.
- f. Advise the Human Resources Department to provide an updated listing of city employees' addresses and phone numbers for recall purposes to the EEOC (or the Public Relations Officer if the EEOC is not manned).
- g. Advise Human Resources Department of all overtime needs and have Human Resources call in personnel for assignments outside normal operations.
  - i. Departments do not need to go through Human Resources for the filling of regular overtime duties.
    - 1. An example would be public works bring in equipment operators for equipment they normally operate.
- h. Advise all Division Directors / Department Heads to prepare assignments for staffing in the event the Command Team revises the city's activation status to Level II or Level I.
- i. Advise the Parks & Recreation to prepare the primary Staging Area (Eustis Community Center) and the alternate Staging Area (Eustis Memorial Library) for food preparation and distribution. Ensure facilities are adequately prepared to hold a large amount of city personnel.
- j. Advise all Division Directors / Department Heads to fuel all city vehicles and equipment to maximum capacity and to procure enough fuel, food, and supplies to last the duration and following a disaster event. Record expenditures for all procured items.
- k. Advise all Division Directors / Department Heads to obtain camera equipment and to ensure sufficient memory (or film) is available to provide photo documentation of damage following a storm / disaster event.
- l. Advise all Division Directors / Department Heads to review their equipment status and to provide a list of equipment available and their location to the EEOC (or the Public Relations Officer if the EEOC is not manned).
- m. Direct the Public Works Department to position generator units at the EEOC and the Finance Annex. Ensure generator units at the primary and alternate Staging Areas are fueled to maximum capacity and tested. Fuel and test all temporary and installed generators at all other city facilities.
- n. Provide to local utility companies a complete listing of Eustis key facilities to ensure quick location and identification during a disaster event.



- o. Advise all Division Directors / Department Heads to secure loose equipment under their authority. Ensure the Senior Director of Development Services and the Building Department advises all contractors working on development within the city to secure all loose equipment at their work sites.
  - p. Establish a storm tracking map and post various city reference maps at the EEOC (or the Public Relations Officer if the EEOC is not manned). The Drafting Department will be responsible for this action.
  - q. Recommend to Lake County Emergency Management (or LCEOC if manned) a primary and alternate building facility (public or private) to serve as a food and supply distribution point for the Red Cross in the event of a storm / disaster event. These facilities must be inspected for safety and structural integrity.
  - r. Contact local utility companies, which provide service in and around the Eustis areas and maintain an open line of communication. Provide all local utility companies the listing of Key Facilities as found in Annex A.
  - s. Contact all local businesses in and around the Eustis area who may be able to provide contractual assistance (electrical, pump and motor repair, heavy equipment contractors, or rentals) and maintain an open line of communication.
  - t. Ensure coordination of the Public Works Department and the Fire Department in making sandbags available to City Facilities, Special Needs Facilities, and Eustis Residents (in that order) if supplies permit.
  - u. Notify Eustis residents of the city's status via the City Website, News Releases, social networking websites, and / or by any means reasonably available.
  - v. Have "Point of Distribution" (POD) areas prepared and identified.
2. **Level II Mobilization:** The Command Team will be mobilized to Level II under the authorization of the City Manager or his designee in the event that a danger to life / property of the City of Eustis residents is **probable**. This level will reflect that of Lake County's mobilization level. The EEOC will be partially manned at this time by personnel assigned by the City Manager or his designee. Duties of the Command Team include but are not limited to:
- a. Facilitate General Staff Meetings as needed.
  - b. Continue to track progress via the "Command Team Checklist"
  - c. Advise the City Commission of Level II Mobilization and maintain constant communication to provide status of the city.
  - d. Maintain contact with Lake County Emergency Management (or the LCEOC if manned) and notify them of any changes to locations, phone numbers or any other pertinent information that is required in the case of a disaster event. This information includes resident special needs locations, equipment status, and fuel status.

- e. Obtain from Lake County Emergency Management (or the LCEOC if manned) the locations, phone numbers, and status of designated shelters.
  - f. Advise all Division Directors / Department Heads to direct city employees to secure their computer workstations and equipment by disconnecting the power supply, moving them away from windows, and covering them tightly with weatherproof material. In addition, the IT Department will ensure immediate “back-up” of all electronic media, both locally, and remote, to ensure minimal loss of data.
  - g. Police and Fire Departments should coordinate and determine the potential to deploy two Task Force response teams to address incidents of significance within the City of Eustis after the storm has passed.
  - h. Commander is to ensure all special needs location in the city are inspected and visited by Fire Inspectors to verify their preparation and readiness.
  - i. Inspect all city facilities and development worksites to verify loose equipment has been properly secured.
  - j. Notify Eustis residents of the city’s status via the City Website, News Releases, social networking websites, and / or by any means reasonably available. Provide a listing of shelters and emergency numbers as soon as they are available.
3. **Level I Mobilization:** The Command Team will be mobilized to Level I under the authorization of the City Manager or his designee in the event that a danger to life / property of the City of Eustis residents is **inevitable**. This level will reflect that of Lake County’s mobilization level and **will follow the City of Eustis’ declaration of a state of emergency**. The EEOC will be fully manned at this time by the Command Team and other City employees as assigned.

Duties of the Command Team include but are not limited to:

- a. Facilitate general staff meetings as needed.
- b. Continue to track progress via the “Command Team Checklist”
- c. Advise the City Commission of Level I Mobilization and maintain constant communication to provide status of the city.
- d. Maintain contact with the LCEOC and notify them of any changes to locations, phone numbers or any other pertinent information that is required in the case of a disaster event. This information includes resident special needs locations, equipment status, and fuel status.
- e. Be prepared to form Strike Teams/Task Force Groups for response to incidents within the city or to support a request outside city limits.
- f. Distribute supplies to the EEOC, Fire Department, Public Works, Police Department and any other location where personnel and assets may be kept.

These supplies may, but are not limited to include fuel, food, foul weather gear, etc.

- g. Direct personnel to frequently check their communications gear and equipment to ensure readiness. Command may perform radio checks and informational broadcasts at set times.
  - h. Notify Eustis residents of the city's status via the City Website, News Releases, social networking websites and / or by any means reasonably available. Maintain and post an accurate listing of shelters and their capacity status.
4. **Storm / Disaster Event Operations:** In the event a severe storm / disaster event is in the Lake County / Eustis area, it is the responsibility of the Command Team to monitor all situations and direct personnel to respond to emergency situations

Duties of the Command Team include but are not limited to:

- a. Directing resources to respond to emergency scenes, thus freeing 911 dispatchers for dispatching.
- b. Continually monitor storm conditions and notify personnel of potentially dangerous approaching weather conditions.
- c. Dispatch response groups to assist each other during emergency operations as weather permits.
- d. Record accurate damage list as they are reported.
- e. Continue frequent communication and provide status reports to the LCEOC and the Eustis City Commission.
- f. **The following emergency procedure will be followed once sustained winds have reached 50 mph.** (Exception to procedure are actions requiring lifesaving operations)
  - 1) All personnel will leave vehicles and report to their assigned shelters, or other secure pre-identified shelter (whichever is closer).
  - 2) No emergency responses will be made by any city employees.
  - 3) 911 dispatchers will report this to all emergency responses received by them. They will notify callers to take appropriate action.
  - 4) All emergency calls will be documented and action taken upon sustained winds subsiding as the emergency requires.
  - 5) LCEOC will be notified that operations have ceased.
- g. Once the storm winds have subsided to operating conditions, LCEOC will be notified and Strike Team operations will resume.



- 6. **Completion of State of Emergency / Deactivation of EEOC:** The City Manager or his designee will notify the Eustis City Commission, in writing, his intention to stand down from the declared State of Emergency and EEOC deactivation. All authority to govern will be returned to the Commission upon the date / time of this letter.

**Chapter 1 Attachment Index:**

- A. Command Staff Checklist
- B. Eustis Fire Department Critical Infrastructure Occupancy Record (To be updated annually)
- C. Points of Distribution (POD) locations (North and South Locations)

## CHAPTER 2 – Police Department

When activated, the Eustis Memorial Library or the Eustis Police Department will be utilized as the Eustis Emergency Operations Center (EEOC) for disasters in the City of Eustis as assigned by the City Manager and the Emergency Management Director.

1. **Level III Mobilization:** Duties of the Police Department include but are not limited to:
  - Prepare and provide a complete listing of Police Department personnel assigned to a Task Force (contact information) and their potential assigned location. The number of personnel assigned will correlate to the severity of the storm/disaster event. Ensure that personnel are notified of their assigned duties and the schedule.
  - Provide a complete listing of Police Department employee addresses and phone numbers for recall purposes to the EEOC if manned.
  - Advise all off-duty personnel to secure their residences, provide for their families, and prepare for duty if required.
  - The complete schedule for personnel during a storm/disaster event.
  - “Top up” all Police Department vehicles and equipment, and procure enough fuel, food, and supplies to last the duration following a disaster event. Coordinate with the Purchasing Department and the Facilities and Recreation Department on these procurements. Record expenditures for all procured items.
  - Test all Police Department equipment, including vehicles, radios, and any other equipment that may be required in the event of a storm/disaster event.
  - Review equipment status and provide a list of equipment available and their location to the EEOC (or the Emergency Management Director if the EEOC is not manned).
  - Coordinate with the Lake County Sheriff’s Office and the Police Departments of other Lake County municipalities to ensure mutual cooperation and understanding of assigned duties.
  - Review the contents of the Emergency Management Plan and ensure all Police Department personnel fully understand their duties during a storm/disaster event.
  - Coordinate with other City Divisions / Departments and provide assistance if required.
  - Identify if Lake County Emergency Operations plans on opening a shelter within city limits.

2. **Level II Mobilization:** Duties of the Police Department include but are not limited to:

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Revision 5/29/2018

Revised 4/23/2018, Reviewed 6/2020, Reviewed 4/2021, Reviewed 4/22, Reviewed 4/23

- Place all Police Department personnel in a “no-leave” status.
  - Monitor evacuation routes and shelters if open and assign personnel if necessary. Provide information to the EEOC.
  - As the EEOC may be activated at this level, provide assistance to EEOC personnel as may be required. Ensure supplies are provided to EEOC personnel.
  - Secure any non-essential computer equipment by disconnecting the power supply, moving them away from windows, and covering them tightly with waterproof material.
  - Frequently check communications gear and equipment to ensure readiness.
  - Inspect all City facilities and development worksites to verify loose equipment has been properly secured.
  - Assign Code Enforcement to Fire Department for reporting and tracking. They will work with Fire Prevention and report to Fire Department. (Deputy Fire Chief is in charge; Fire Chief is the Emergency Manager)
  - Identify if Lake County Emergency Operations plans on opening a shelter within city limits.
    - If Lake County EOC is opening a shelter in city limits, clarify the need to staff the shelter with police officers.
3. **Level I Mobilization:** Duties of the Police Department include but are not limited to:
- Direct Eustis Police Department personnel assigned to a Task Force to proceed to their assigned locations
  - Distribute supplies to the Task Force personnel. These supplies include fuel, food, foul weather gear, and any equipment required in the performance of their duties.
  - Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
  - Frequently check communications gear and equipment to ensure readiness.
  - Direct traffic on Evacuation Routes (if applicable).
    - Heavy rain may flood the downtown area of Eustis, and all traffic from the west and north should be directed around the bypass.
    - Heavy rain may also flood the northbound lane on Highway 441 at the SR 19 North exit and will cause possible traffic problems.

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- Any disaster affecting downtown Eustis will send traffic around on the bypass.
  - Exceptions would be medical emergencies going to Advent Health Waterman or its personnel.
  - Provide security to evacuated areas (if applicable).
    - Identifying and controlling persons entering lawfully.
    - Keeping out those persons when entry may be life-threatening (i.e., damaged buildings, residences, mobile home parks, and areas that may not have been checked for live downed power lines).
  - Provide security assistance for designated shelters (if applicable).
4. **Storm / Disaster Event Operations:** Duties of the Police Department include but are not limited to:
- Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
  - Respond to emergency calls and those that require the protection of life/property as weather permits.
  - **The following emergency procedures will be followed once sustained winds have reached 50 mph.** (Exception to procedures are actions requiring lifesaving operations)
    - Each Task Force member will leave vehicles and report to their assigned shelters, or a shelter assigned to another Task Force (whatever is closer)
    - No emergency responses will be made.
    - 911 dispatchers will report this to all emergency responses received by them. They will notify callers to take appropriate action.
    - All emergency calls will be documented, and action will be taken upon sustained winds subsiding as the emergency requires.
    - EEOC will be notified that operations have ceased.
- Once the storm winds have subsided to operating conditions, EEOC will be notified, and Task Force operations will resume.
5. **Post-Storm / Disaster Event Operations:** Serious medical emergencies will be the first priority after the storm/disaster event. Officers will ensure immediate assistance to those



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persons. The Administrative Officer on duty in the EEOC will make those calls. The second priority will be violent in-progress calls. Finally, calls that need police service will be handled on a case-by-case basis.

Duties of the Police Department include but are not limited to:

- Those duties listed in 3.e.-g. above (if applicable).
- Assess disaster needs and determine whether search and rescue assistance is required. Notify the EEOC of this requirement.
- If directed by the Emergency Management Director, Police Department personnel will commandeer local food and distribution facilities. This action would only be taken under extreme circumstances in the event of catastrophic damage to the City.
- Provide security to damaged/evacuated areas to prevent looting and injury.
- A Task Force will assist the Public Works Department with the necessary clearing of main roadways. All other personnel will respond to calls to handle emergencies and report damage to the EEOC.
- Upon the direction of the EEOC, provide patrol units to provide the Eustis City Commissioners a tour of damaged areas.
- Assist authorized organizations in the distribution of food and water.
- Assist building personnel in reporting damage to buildings and / or equipment.
- Assist Eustis residents with clean-up operations.
- A complete report of overtime and expenditures.
- Report problems or concerns that occurred prior to, during, or after the storm/disaster event.

**Chapter 2 Attachment Index:**

- A. Police Command Staff Checklist
  - Department Staffing Availability Form
  - ICS-214 Unit Log

## CHAPTER 3 – Fire Department

The Eustis Fire Department will be designated as the alternate EEOC in the event the primary EEOC becomes uninhabitable or the facilities no longer function to properly serve EEOC personnel.

1. **Level III Mobilization:** Duties of the Fire Department include but are not limited to:
  - a. Identify and secure locations at strategic locations around the City where Firefighting Strike Teams (either solely or shared with the Strike Teams of other Divisions/Departments) can be placed. Report secured locations to the EEOC (or the City Manager if the EEOC is not manned).
  - b. Prepare and provide a complete listing of Fire Department personnel assigned to Strike Teams (w/contact information) and their potential assigned location. The number of personnel assigned will correlate to the severity of the storm / disaster event. Ensure those personnel are notified of their assigned duties and the schedule.
  - c. Provide a complete listing of Fire Department employee addresses and phone numbers for recall purposes to the EEOC (or the City Manager if the EEOC is not manned).
  - d. Advise all off-duty personnel to secure their residences, provide for their families, and prepare for duty if required.
  - e. Complete schedule for personnel during a storm / disaster event.
  - f. “Top up” all Fire Department vehicles and equipment and to procure enough fuel, food, and supplies to last the duration and following a disaster event. Coordinate with the Purchasing Department and the Facilities and Recreation Department on these procurements. Record expenditures for all procured items.
  - g. Test all firefighting equipment to include vehicles, radios, and any other equipment that may be required in the event of a storm / disaster event.
  - h. Review equipment status and provide a list of equipment available and their location to the EEOC (or the City Manager if the EEOC is not manned).
  - i. Coordinate with the Lake County Fire Department and the Fire Departments of other Lake County municipalities to ensure mutual cooperation and understanding of assigned duties.
  - j. Provide a complete list of special needs locations and status to the EEOC. Visit each special needs location and ensure sustainability in the event of a storm / disaster event. Provide guidance in obtaining supplies such as oxygen, food, water, medicine if required. Test generators at each location and notify the EEOC of each location’s status.

- k. Review the contents of the Emergency Management Plan and ensure all Fire Department personnel fully understand their duties during a storm / disaster event.
  - l. Coordinate with the Public Works Department in making sandbags available to City Facilities, Special Needs Facilities, and Eustis residents (in that order) if supplies permit. Sandbag distribution will be from the Eustis Fire Department.
  - m. Coordinate with other City Divisions / Departments and provide assistance if required.
2. **Level II Mobilization:** Duties of the Fire Department include but are not limited to:
- a. Place all Eustis Fire Department personnel in a “no-leave” status.
  - b. Monitor special needs locations and assist in readiness procedures if necessary.
  - c. As the EEOC may be activated at this level, ensure the Fire Department building is prepared to act as the alternate EEOC.
  - d. Coordinate with the Public Works Department to fill to maximum capacity all City vehicles designated to hold fresh water (i.e., tankers, water buffalos, water bladders). Assist in the delivery of said vehicles and equipment to strategic locations as assigned by the EEOC.
  - e. Secure any non-essential computer equipment by disconnecting power supply, moving them away from windows, and covering them tightly with waterproof material.
  - f. Frequently check communications gear and equipment to ensure readiness.
  - g. Inspect building under the cognizance of the Fire Department for loose equipment. Secure equipment as necessary.
3. **Level I Mobilization:** Duties of the Fire Department include but are not limited to:
- a. Direct Eustis Fire Department personnel assigned to Strike Teams to proceed to their assigned locations
  - b. Distribute supplies to Strike Team personnel. These supplies include fuel, food, foul weather gear, and any equipment required in the performance of their duties.
  - c. Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
  - d. Frequently check communications gear and equipment to ensure readiness.

- e. Assist the Public Works Department and Eustis Police Department in keeping the evacuation routes clear (if applicable).
4. **Storm / Disaster Event Operations:** Duties of the Fire Department include but are not limited to:
- a. Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
  - b. Respond to emergency calls and those that require the protection of life / property as weather permits.
  - c. **The following emergency procedures will be followed once sustained winds have reached 50 mph.** (Exception to procedures are actions requiring lifesaving operations)
    - 1) All Strike Teams will leave vehicles and report to their assigned shelters, or a shelter assigned to another Strike Team (whatever is closer)
    - 2) No emergency responses will be made.
    - 3) 911 dispatchers will report this to all emergency responses received by them. Callers will be notified to take appropriate action.
    - 4) All emergency calls will be documented and action taken upon sustained winds subsiding as the emergency requires.
    - 5) The EEOC will be notified that operations have ceased.
  - d. Once the storm winds have subsided to operating conditions, the EEOC will be notified and Strike Team operations will resume.
5. **Post-Storm / Disaster Event Operations:** Serious medical emergencies and fire response calls will be first priority after storm / disaster event. Firefighting personnel will ensure immediate assistance to those persons. The Administrative Officer on duty in the EEOC will make those calls.

Duties of the Fire Department include but are not limited to:

- a. Perform area recon and record and document damage.
  - i. See Attachment 3B: Structural Damage Guidelines
  - ii. Record Information on Form 3C: Structural Damage Report Form
- b. Assess disaster needs and determine if search and rescue assistance is required. Notify the EEOC of this requirement.
- c. Task Force Groups will respond to emergency response calls in order of severity as deemed by LEMS Dispatch.

- d. Personally visit each special needs location and assess status. Provide assistance if required.
- e. Assist authorized organizations in distribution of food and water.
- f. Assist Eustis residents with clean-up operations.
- g. Complete report of overtime and expenditures.
- h. Inventory all firefighting equipment.
- i. Report problems or concerns that occurred prior to, during, or after the storm / disaster event.

**Chapter 3 Attachments Index:**

- A. Fire Department Checklist
- B. Structural Damage Guidelines
- C. Structural Damage Report Form
  
- Department Staffing Availability Form
- ICS-214 Unit Log

## CHAPTER 4 – Public Works Department

1. **Level III Mobilization:** Duties of the Eustis Public Works Department include but are not limited to:
  - a. Identify and secure locations at strategic locations around the City where Public Works personnel will be assigned (either solely or shared with the Strike Teams of other Divisions/Departments). Report secured locations to the EEOC (or the City Manager if the EEOC is not manned).
  - b. Prepare and provide a complete listing of Public Works personnel assigned to Strike Teams (w/contact information) and their potential assigned location. The number of personnel assigned will correlate to the severity of the storm / disaster event. Ensure those personnel are notified of their assigned duties and the schedule.
  - c. Provide an updated listing of Public Works personnel addresses and phone numbers for recall purposes to the Human Resources Department.
  - d. Advise all off-duty personnel to secure their residences, provide for their families, and prepare for duty if required.
  - e. Complete schedule for personnel during a storm / disaster event.
  - f. “Top up” all Public Works vehicles and equipment and to procure enough fuel, food, and supplies to last the duration and following a disaster event. Coordinate with the Purchasing Department and the Facilities and Recreation Department on these procurements. Record expenditures for all procured items.
  - g. Test all equipment to include vehicles, radios, and any other equipment that may be required in the event of a storm / disaster event.
  - h. Review equipment status and provide a list of equipment available and their location to the EEOC (or the City Manager if the EEOC is not manned).
  - i. As heavy rainfall may precede a storm event, monitor all detention/retention ponds in the City and begin lowering levels of said ponds through the use of pumps. Report pond levels to the EEOC if the threat of overflow is possible.
  - j. Inspect all trees in the City rights-of-way and remove any limbs identified as being a danger to life / property.
  - k. Identify and secure a safe location to be designated as the “burn” area for storm debris. Coordinate with the Public Works Director in the notification of said area to the Florida Department of Environmental Protection. Verify permit has been obtain for possible activation of the “burn” area.
  - l. Review the contents of the Emergency Management Plan and ensure all Public Works personnel fully understand their duties during a storm / disaster event.

- m. Coordinate with the Fire Department in making sandbags available to City Facilities, Special Needs Facilities, and Eustis residents (in that order) if supplies permit. Sandbag distribution will be from the Eustis Fire Department.
  - n. Obtain and prepare building materials necessary to board windows and doors at City Hall, Public Works facilities, and any City building under the cognizance of the Public Works Department.
  - o. Coordinate with other City Divisions / Departments and provide assistance if required.
  - p. Place all Public Works Department personnel in a “no-leave” status.
2. **Level II Mobilization:** Duties of the Public Works Department include but are not limited to:
- a. Continue to monitor the water levels in all City detention / retention ponds. Begin or continue required action to lower the levels of said ponds if necessary.
  - b. Board windows and doors at City Hall, Finance Annex, Library and Community Center. Supply boarding materials for Fire Stations 22 & 23.
  - d. Secure any non-essential computer equipment by disconnecting power supply, moving them away from windows, and covering them tightly with waterproof material.
  - e. Frequently check communications gear and equipment to ensure readiness.
  - f. Inspect buildings under the cognizance of the Public Works Department for loose non-essential equipment. Secure equipment as necessary.
3. **Level I Mobilization:** Duties of the Public Works Department include but are not limited to:
- a. Direct Public Works personnel assigned to Strike Teams to proceed to their assigned locations
  - b. Distribute supplies to Strike Team personnel. These supplies include fuel, food, foul weather gear, and any equipment required in the performance of their duties.
  - c. Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
  - d. Frequently check communications gear and equipment to ensure readiness.
  - e. Assist the Eustis Fire Department and Eustis Police Department in keeping the evacuation routes clear (if applicable).
4. **Storm / Disaster Event Operations:** Duties of the Public Works Department include but are not limited to:

- a. Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
  - b. Respond to emergency calls and those that require the protection of life / property as weather permits. Assist the Eustis Police Department and the Eustis Fire Department in ensuring road access for emergency vehicles is provided.
  - c. **The following emergency procedures will be followed once sustained winds have reached 50 mph.** (Exception to procedures are actions requiring lifesaving operations)
    - 1) All Strike Teams will leave vehicles and report to their assigned shelters, or a shelter assigned to another Strike Team (whatever is closer)
    - 2) EEOC will be notified that operations have ceased.
  - d. Once the storm winds have subsided to operating conditions, EEOC will be notified and Strike Team operations will resume.
5. **Post-Storm / Disaster Event Operations:** The clearing of evacuation routes and major arterial roads in and through the City will be first priority after a storm / disaster event. The second priority is the clearing of residential streets. The exception to these priorities is the clearing of any road or street that is a direct route for emergency vehicles in response to an emergency call.

Duties of the Public Works Department include but are not limited to:

- a. Assess disaster needs and determine if search and rescue assistance is required. Notify the EEOC of this requirement.
- b. Strike teams will assist the Eustis Police Department and Eustis Fire Department if search and rescue operations are in effect. All other personnel will respond to calls to handle emergencies and report damage to the EEOC.
- c. Personally visit each detention / retention pond to review status of the water levels in said ponds. Take action as necessary to prevent overflow and flooding of residential areas.
- d. Assist authorized organizations in distribution of food and water.
- e. Assist building personnel in reporting damage to buildings and / or equipment.
- f. Assist Eustis Residents with clean-up operations.
- g. Complete report of overtime and expenditures.
- h. Inventory of all Public Works equipment.
- i. Report problems or concerns that occurred prior to, during, or after the storm / disaster event.



**Chapter 4 Attachment Index:**

- A. PW Checklist
- B. PW Equipment List
  
- Department Staffing Availability Form
- ICS-214 Unit Log

## CHAPTER 5 – Water Department

The following information is a basic outline of the duties and responsibilities of Water Department personnel. Technical guidance providing more detail should be followed using the Eustis Water System Response Plan (PPM Project no. 205901-VA) dated September 2004 (revised 4/19/2007).

1. **Level III Mobilization:** At least 96 hours prior to the storm's probability to arrive in the Central Florida area the Eustis Water Department duties will include but are not limited to:
  - a. Place all Water Department personnel in a "no-leave" status.
  - b. Identify and secure locations where Water Department personnel will be assigned (either solely or shared with the Strike Teams of other Divisions/Departments). Report secured locations to the Eustis Emergency Operations Center (EEOC) or the City Manager if the EEOC is not manned.
  - c. Prepare and provide a complete listing of Water Department personnel who will be on duty (w/contact information) and their potential assigned location. The number of personnel assigned will correlate to the severity of the storm / disaster event. Ensure those personnel are notified of their assigned duties and the schedule.
  - d. Provide an updated listing of Water Department employee addresses and phone numbers for recall purposes to the EEOC (or the City Manager if the EEOC is not manned).
  - e. Advise all Water Department personnel to secure their residences, provide for their families, and prepare for duty if required.
  - f. "Top off" all Water Department vehicles, equipment, gas cans, and generators. Procure enough fuel, food, and supplies to last the duration and following a disaster event. Coordinate with the Purchasing Department and the Facilities and Recreation Department on these procurements. Record expenditures for all procured items.
  - g. Test all auxiliary power supply units to ensure good working order and filled to maximum capacity. This shall include all portable generators, auxiliary power units at the water treatment plants
  - h. Ensure adequate chemical inventory. The delivery of chemicals may take two or three days after the order is placed, so chemicals should be ordered prior to the Level III notification. Sodium Hypochlorite tanks should be filled to a minimum one-half the tank capacity.
  - i. Ensure a minimum of 2.5 gallons supply of granular chlorine (HTH) is available.

- j. In coordination with the Purchasing Department, ensure that contractual assistance (electrical, pump and motor repair, heavy equipment contractors or rentals) are on a stand-by basis.
  - k. Review equipment status and provide a list of equipment available and their location, including secondary placement, to the EEOC (or the City Manager if the EEOC is not manned).
  - l. Review the contents of the Emergency Management Plan and the Eustis Water System Response Plan and ensure all Water Department personnel fully understand their duties during a storm / disaster event.
  - m. Ensure that all facility dumpsters have been emptied.
  - n. Inspect buildings under the cognizance of the Water Department for loose equipment. Secure chemical drums and barrels. Move all loose equipment and inventory within buildings where possible.
  - o. Ensure that camera equipment with sufficient memory (or film) is available to provide photo documentation of damage following a storm/disaster event.
  - p. Advise all contractors working on projects to secure all loose equipment at work sites.
2. **Level II Mobilization:** At least 72 hours prior to the storm's probability to arrive in the Central Florida area the Eustis Water Department duties will include but are not limited to:
- a. Review the checklist of items in the emergency locker located in the north storage area of the main building. Replace any missing or inoperable items on the list.
  - b. Obtain and prepare building materials necessary to board windows and doors at Water Department facilities, and any City building under the cognizance of the Water Department.
  - c. Coordinate with other City Divisions/Departments and provide assistance if required.
  - d. Inspect and clean roof drains of all Water Department facilities.
  - e. Secure any non-essential computer equipment by disconnecting power supply, moving them away from windows, and covering them tightly with waterproof material.

**Level II Mobilization:** At least 48 hours prior to the storm's probability to arrive in the Central Florida area the Eustis Water Department duties will include but are not limited to:

- a. Make a decision about when to send personnel assigned to work the storm home.
- b. Update the 12 hour personnel on-site list and send it to the EEOC.
- c. Board windows and doors at Water Department facilities and any City Building under the cognizance of the Water Department.
- d. Frequently check communications gear and equipment to ensure readiness.
- e. Inspect job sites for loose material and safety issues. Protect the job site from washout.
- f. All heavy equipment shall be serviced.
- g. All small equipment (chain saws, mud pumps, packers, etc.) shall be serviced.

**Level II Mobilization:** At least 24 hours prior to the storm's probability to arrive in the Central Florida area the Eustis Water Department duties will include but are not limited to:

- a. Water Department personnel should be on stand-by. Note: Depending on the severity of the storm / disaster event, personnel may be assigned to one or more of the water treatment plants to monitor its operation. At least four Water Department personnel will be assigned to be on duty during the storm.
- b. Distribute supplies to the on duty Water Department personnel. These supplies include fuel, food, foul weather gear, and any equipment required in the performance of their duties.
- c. Ensure Chlorine feed levels are increased to 2.0 PPM at each water plant.
- d. Ensure all fluoride systems are shut down at the water plants.
- e. Ensure all elevated storage tanks are kept filled to maximum capacity.
- f. Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
- g. Assist the Eustis Fire Department and Eustis Police Department in keeping the evacuation routes clear (if applicable).

3. **Level I Mobilization:** At least 8 hours prior to the storm's probability to arrive in the Central Florida area the Eustis Water Department duties will include but are not limited to:

- a. No less than 8 hours before the storm all supplies shall be assigned to personnel and staging locations.

- b. Equipment should be at its assigned location at this point.
  - c. The Hwy. 44 water plant and the Ardice water plant are available for use by the fire, police, public works and water department staff for safe shelter and staging of equipment by other departments.
  - d. All man hours, equipment hours, expenditures, and actions of readiness and cleanup operation shall be logged.
4. **Storm / Disaster Event Operations:** Duties of the Water Department include but are not limited to:
- a. Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
  - b. Respond to emergency calls (water, sewer, storm, etc.) and those that require the protection of life/property as weather permits.
  - c. Record accurate damage lists as they are reported.
  - d. **Based on the direction of the EEOC (or the City Manager if the EEOC is not manned): Personnel should report to their assigned location.**
    - i. All personnel will leave vehicles and report to their assigned shelters. Personnel will not leave their assigned shelters.
    - ii. No emergency responses will be made by any city employees.
    - iii. All emergency calls will be documented and action taken upon sustained winds subsiding as the emergency requires.
    - iv. EEOC will be notified that operations have ceased.
5. **Post-Storm / Disaster Event Operations:** Duties of the Water Department include but are not limited to:
- a. Based on the direction of the EEOC (or the City Manager if the EEOC is not manned): Personnel may begin movement from assigned location.
  - b. Report system status to FDEP (Florida Department of Environmental Protection).
  - c. Assess all damage to city water utilities as soon as possible. Perform on-site inspections and repairs to water plant facilities to ensure that the threat of contamination could not occur, check vents, hatches, screens, etc. Complete report of damage to buildings and/or equipment.
  - d. If the water pressure in the distribution system drops below 20 psi, loss of chlorine residuals in the distribution system or any other threat of contamination in any part of the system, notify the EEOC so that proper

notification can be made to the LCEOC, the news media, and posted on the website.

- i. In the event that the City's water distribution system can no longer deliver water to its customers due to broken water mains, service line, or loss of water pressure in the system, drinking water distribution locations will be at the City's Water Treatment plants, located at the following locations:

1. 400 Ardice Avenue (Ardice Water Plant)
2. 700 Haselton Street (Haselton Water Plant)
3. 3351 Hwy 44 (bypass) (Hwy 44 Water Plant)
4. 3501 Grand Island Shore Road (Grand Island Water Plant)
5. Any other location as designated by the EEOC

It is unlikely that all pumping facilities would be out of service at the same time, due to the stand-by pumping capabilities of all the water plants. In the event that all pumping capabilities are lost, water would be supplied by tanker truck for drinking water via the City's water buffalos or, worst case scenario, the Florida National Guard.

- ii. Restoration of water and sewer service.
  - iii. Immediately collect bacteriological samples at valid sampling sites (per sampling plan).
- e. Perform temporary repairs to damaged Water Department equipment and property.
  - f. Assist the Public Works Department and / or Eustis residents with clean-up operations as directed by the EEOC. Join with public works to make a clean-up crew while leaving a crew in water, wastewater & public works for normal assignments.
  - g. Complete report of overtime and expenditures.
  - h. Inventory of all Water Department equipment.
  - i. Report problems or concerns that occurred prior to, during, or after the storm / disaster event.
  - j. Monitor employees' physical and mental state.

**Chapter 5 Attachment Index:**

- A. Water Department Checklist
  - B. Water Department Key Facilities
- Department Staffing Availability Form
  - ICS-214 Unit Log

## CHAPTER 6 – Wastewater Department

The following information is a basic outline of the duties and responsibilities of Wastewater Department personnel. Technical guidance providing more detail should be followed using the Department Emergency Action Plan. Due to the specific nature of wastewater, it is paramount that the appropriate level of attention be provided to spills, overflows, sewage backups and process controls in order to protect the general health and welfare of the citizens of Eustis.

1. **Level III Mobilization:** Duties of the Wastewater Department include but are not limited to:
  - a. Identify and secure locations where Department personnel will be assigned (either solely or shared with the Strike Teams of other Divisions/Departments). Report secured locations to the EEOC (or the City Manager if the EEOC is not manned).
  - b. Prepare and provide a complete listing of Department personnel who will be on duty (w/contact information) and their potential assigned location. The number of personnel assigned will correlate to the severity of the storm event or disaster. Ensure those personnel are notified of their assigned duties and the schedule.
  - c. Provide an updated listing of Wastewater Department personnel addresses and phone numbers for recall purposes to the Human Resources Department.
  - d. Advise all Wastewater Department personnel to secure their residences, provide for their families, and prepare for duty if required.
  - e. Complete schedule for personnel during a storm / disaster event.
  - f. “Top off” all Wastewater Department vehicles and equipment as per the updated departmental “Vehicle and Mobile Equipment List”.
  - g. Procure enough fuel, food, and supplies to last the duration and following a disaster event. Coordinate with the Purchasing Department and the Facilities and Recreation Department on these procurements. Record expenditures of all procured items.
  - h. Test all auxiliary power supply units to ensure they are in good working order and filled to maximum capacity. This shall include:
    - (1) all portable generators
    - (2) auxiliary power units at Lift Stations, and
    - (3) main generators at both the Wastewater Treatment Plants
  - i. Ensure adequate chemical inventory. The delivery of chemicals may take two or three days after the order is placed, so chemicals should be ordered prior to the Level III notification. Sodium Hypochlorate tanks shall be filled to maximum tank capacity.

- j. Ensure a maximum supply of liquid or granular chlorine (HTH), sodium peroxide and belt press polymer is available for decontamination and belt press operations.
  - k. In coordination with the Purchasing Department, ensure that contractual assistance (electrical, pump and motor repair, heavy equipment contractors or rentals) are on a stand-by basis.
  - l. Review equipment status, segregate like emergency equipments to appropriate staging areas 1) Main WWTP, 2) Eastern WWTP. Provide a list of equipment available and their location to the EEOC (or the City Manager if the EEOC is not manned).
  - m. Review the contents of the Emergency Management Plan and the Wastewater Emergency Action Plan, and ensure all Wastewater Department personnel fully understand their duties during a storm / disaster event.
  - n. Obtain or ensure building materials necessary to board windows, doors and protect vital equipments are on-hand at Wastewater Department facilities, structures and buildings.
  - o. Coordinate with other City Divisions / Departments and provide assistance if required.
  - p. Commence lowering reclaimed water holding pond levels by extended irrigation at Sprayfield. Promote reclaimed water irrigation use at golf courses, ball fields, parks and cemetery.
2. **Level II Mobilization:** Duties of the Wastewater Department include but are not limited to:
- a. Place all Wastewater Department personnel in a “no-leave” status.
  - b. Initiate all hands briefing and training updates: to include at a minimum: 1) purchasing authority & receipt clarity 2) Safety procedures 3) Personal Protective Equipment (PPE) and 4) Event monitoring and recording.
  - c. Commence recording in Special Events Log: record personnel activities, equipment usage and any notable occurrence or events such as Lift Station loss of power, periodic status of down systems and vehicle use and millage.
  - d. Secure any non-essential computer equipment by disconnecting power supply, moving them away from windows, and covering them tightly with waterproof material.
  - e. Frequently check communications gear and equipment to ensure readiness.
  - f. Inspect buildings and structures at both Wastewater Treatment Plants (WWTP) sites for loose equipment. Secure equipment such as chemical drums, barrels



and hoses. Move all loose equipment and inventory within buildings where possible.

- g. Barricade with sand bags as necessary to protect chemical feed lines & plumbing to associated chemical storage tanks (Sodium Hypochlorite, Hydrogen Peroxide and Nitroazine/Bioxide).
  - h. At the Main WWTP, surround Sodium Hypochlorite storage tanks with 55-gallon drums of water to protect tank bases from flying debris. Isolate tank feed lines from each other by use of tank shut off valve. Only one of three tanks should be online. Note: If tanks are equalized, a single hole in any tank will cause all tanks to drain.
3. **Level I Mobilization:** Duties of the Wastewater Department include but are not limited to:
- a. Direct Wastewater Department personnel to proceed to their assigned locations. Note: depending on the severity of the storm / disaster event, personnel may be assigned to jobs outside their area of expertise or work area. Including assignments with other division/departments such as Public Works Department or Public Safety Division.
  - b. Ensure the Departmental Command Center located at the Main WWTP office is continuously manned before, during and after the storm event or disaster.
  - c. Distribute supplies to the on duty Wastewater Department personnel. These supplies include fuel, food, foul weather gear, and any equipment required in the performance of their duties.
  - d. Ensure Chlorine feed levels are closely monitored to ensure automatic controls are functioning properly.
  - e. Shut down all residential reclaim irrigation water equipments.
  - f. Ensure all elevated storage tanks are kept filled to maximum capacity.
  - g. Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
  - h. Frequently check communications gear and equipment to ensure readiness.
4. **Storm / Disaster Event Operations:** Duties of the Wastewater Department include but are not limited to:
- a. Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.

- b. Respond to emergency calls and those that require the protection of life / property as weather permits.
  - c. Ensure power is maintained at all department facilities and lift stations. In the event of power loss, use backup generators.
  - d. **The following emergency procedures will be followed once sustained winds have reached 50 mph.** (Exception to procedures are actions requiring lifesaving operations)
    - 1) Report to assigned shelters, or a shelter assigned to another Strike Team (whatever is closer)
    - 2) Notify the EEOC that operations have ceased.
  - e. Once the storm winds have subsided to operating conditions, notify the EEOC and resume operations.
5. **Post-Storm / Disaster Event Operations:** Duties of the Wastewater Department include but are not limited to:
- a. Report system status to FDEP (Florida Department of Environmental Protection).
  - b. Restoration of lost services at lift stations; repair equipment and maintain electrical power.
  - c. Initiate process changes at both Wastewater Treatment Facilities, necessary to maintain or restore quality effluent.
  - d. Increase collection of bacteriological samples, as necessary, to ensure process quality.
  - e. Cease rejecting excess flows upon confirmation of effluent quality and holding pond availability.
  - f. Assist building personnel in reporting damage to buildings and / or equipment.
  - g. Perform temporary repairs to damaged departmental equipment and property.
  - h. Assist the Public Works Department and / or Eustis residents with clean-up operations as directed by the EEOC.
  - i. Complete report of overtime and expenditures.
  - j. Inventory of all department equipment.
  - k. Report problems or concerns that occurred prior to, during, or after the storm / disaster event to EEOC and the FDEP as needed.

**Chapter 6 Attachment Index:**

- A. Wastewater Checklist
- B. Wastewater Key Facilities
  - Department Staffing Availability Form
  - ICS-214 Unit Log

## CHAPTER 7 Development Services-Economic Development-Events

This chapter addresses responsibilities of the Development Services Department (Building and Planning Divisions) the Economic Development Department, and Events. Staff positions include the following:

Development Services	Economic Development	Events
<i>Development Services Director</i> <i>Deputy Development Services Director</i> <i>Senior Planner</i> <i>Permit Clerk (X 2)</i> <i>Senior Staff Assistant</i>	<i>Economic Development Director</i> <i>Public Relations Coordinator</i>	<i>Events Director</i> <i>Events Coordinator</i> <i>Events Assistant</i>

1. **Level III Mobilization:** Duties of DS, ED, and Events include but are not limited to:

- a. Begin documenting event on DS/ED/Events Staff Checklist (Attachment 7A)
- b. Prepare and provide a complete listing of Development Services, Economic Development and Events personnel who will be on duty (w/contact information) and their potential assigned location. The positions listed below as essential personnel will be a minimum. Other positions may be deemed essential; the number of personnel assigned will correlate (1) the status of positions (filled or vacant) and (2) to the severity of the storm / disaster event. Personnel shall be notified of their assigned duties and the schedule at this level.

**Essential Personnel**

- Development Services Director
- Deputy Development Services Director
- Senior Planner
- Public Relations Coordinator (Assigned to Command Team. See Chapter 1)
- Economic Development Director

- c. Provide an updated listing of Development Services, Economic Development, and Events personnel addresses and phone numbers for recall purposes to the Human Resources Department and the Emergency Manager.
- d. Conduct initial meeting with staff. Advise all personnel to secure their residences, provide for their families, and prepare for duty if required. Preparation for duty includes packing food, water, medication and clothing needed for a minimum time-period of 72-hours. (See Personnel Reporting Checklist). Non-essential personnel should also prepare supplies in the event they may be called upon to assist.
- e. Review the contents of the Emergency Management Plan and ensure all personnel fully understand their duties during a storm / disaster event.

- f. Work with Public Relations Coordinator to prepare a press release for community outreach regarding hurricane preparation, including direction to remove or secure loose items outside to reduce windblown debris, notification of any DS associated meeting cancelations and permit/inspection requirements for reconnection of electricity.
  - g. Fuel department vehicles to maximum capacity and equip with flashlights and batteries, rain gear, and City maps.
  - h. Request City zone maps (six zone) from the Engineering Department. Number will be determined by severity of event. One map for the staging area and one map for each post-storm damage assessment team.
  - i. Provide equipment list to Command.
2. **Level II Mobilization:** Duties of DS, ED, and Events include but are not limited to:
- a. Place DS, ED and Events personnel in a “no-leave” status.
  - b. Assign damage assessment teams of two persons (driver/scribe) and zones for post-storm windshield survey.
  - c. To the best of the Department’s ability, visit active construction sites and notify owners/contractors to secure loose construction equipment and materials.
  - d. Fuel department vehicles to maximum capacity.
  - e. Ensure radios, cameras and other battery-operated equipment are fully charged and operational.
  - f. Prepare temporary permits for members assigned to duty following a storm / disaster event. This is discretionary based on the severity of the storm / disaster event.
  - g. Secure any non-essential computer equipment by disconnecting power supply, moving them away from windows, and covering them tightly with waterproof material.
3. **Level I Mobilization:** Duties of DS, ED, and Events include but are not limited to:
- a. Direct Department personnel to proceed to their assigned location (City Hall in department offices, unless otherwise directed by Emergency Manager); or home if deemed non-essential.
  - b. Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
4. **Storm / Disaster Event Operations:** Duties of DS, ED, and Events include but are not limited to:
- a. Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.

- b. Remain at their assigned locations until notified by the EEOC.
  - c. In the event of power loss, relocate to City Manager’s Office, Commission Chambers and/or first floor north side of building.
5. **Post-Storm / Disaster Event Operations:** DS/ED/Events are responsibility for providing habitability assessments for damaged residences, providing structural damage assessment, and assisting assist in the collection and recording of damage assessment information. Duties of DS, ED, and Events include but are not limited to:
- a. Immediately communicate with the EEOC and await further direction (i.e. expiration of curfew).
  - b. Receive preliminary damage assessment report (prepared by first responders) from the Emergency Management Director; ensure the report flags those structures that need to be evaluated immediately for habitability so DS/ED/Events personnel can conduct walk through damage assessment and post structures unsafe if warranted.
  - c. Inspect suspected unsafe structures first.
  - d. Perform windshield survey damage assessment with photo documentation and quick dollar estimate. Record damage to buildings, outbuildings, signs, fences, etc. (See attachment 7B). Make special note of damage to/destruction of non-conforming structures including fences, offsite signs, sheds, etc.
  - e. Assess extent of damage and confer with City Manager regarding possible permit fee waivers.
  - f. Complete report of overtime and expenditures.
  - g. Report problems or concerns that occurred prior to, during, or after the storm / disaster event.

**Chapter 7 Attachment Index:**

- A. DS/ED/Events Staff Checklist
- B. Initial Damage Assessment
- o Department Staffing Availability Form
- o ICS-214 Unit Log

**NOTE:**

**This chapter was originally “Economic Development”. During the 2018 revision of the plan it was determined that Development Services/Building Department and Economic Development could be merged and addressed within Chapter 7.**

**At the time of revision, this chapter was left blank.**

**Chief Swanson**

**May 21, 2018**

**April 5, 2021**

**April 28, 2022**

**April 4, 2023**

**CHAPTER 9: FINANCE DEPARTMENT**

**Purpose**

In the event of the issuance of a Declaration of Disaster, all expenditures associated with emergency response and recovery operations may be reimbursable. In order for the City to receive the proper reimbursement, it is important that accurate records be kept of all expenditures incurred on an ongoing basis. These include not only purchases of supplies and equipment, but also payroll and expenditures associated with the operation of City vehicles and equipment. Records must be complete and accurate, and must be submitted in a timely fashion. Copies of the appropriate forms are included in the **FORMS** section of this document. They should be copied and used to maintain pertinent records throughout the duration of the emergency.

**I. PURCHASES**

The City of Eustis Purchasing Policy will be adhered to by all employees and department heads during activation of the Emergency Plan. Only purchases directly related to the emergency operations should be made during this time. Should purchases exceeding the established limits authorized to department heads be required, consult with the Purchasing Director to determine the appropriate manner to proceed.

**II. PAYROLL EXPENDITURES**

In addition to normal reporting procedures for payroll, the **Force Account Labor Summary Record** shall be maintained, recording the regular and overtime hours worked by each employee during the activation of the plan. In maintaining this form, only the following entries should be completed:

- Name/ Position: Assign one line for each employee
- Location of Work: This is the physical location and address where the work is taking place. This must be specific with the address being utilized for each activity. When a site is changed a new address must be entered.
- Description of Work: Describe the nature of the work taking place during the emergency, even if this is the normal work assigned to the employee(s). Each site must have the description of the work performed even if it is the same as the previous site.
- Date/Hours Worked Each Day: Record the regular and overtime hours worked for each employee for each day, beginning with the day the plan was first activated, and continuing until deactivation.
- Hourly rate: Provide both regular and overtime



Benefit Cost

Leave blank as Finance will complete the calculation.

**EMERGENCY OPERATIONS  
REPORTING AND RECORD KEEPING**

**III. EQUIPMENT OPERATION EXPENDITURES**

Equipment operation expenditures will be recorded on the **Force Account Equipment Summary Record**. A separate form shall be maintained by each department operating qualified equipment. This would include all City vehicles and heavy equipment. In maintaining this form, only the following entries should be completed:

- Location of Work: This is the physical location and address where the work is taking place. This must be specific with the address being utilized for each activity. When a site is changed a new address must be entered.
- Description of Work: Describe the nature of the work taking place during the emergency, even if this is the normal work assigned to the employee(s).. Each site must have the description of the work performed even if it is the same as the previous site.
- Type of Equipment: Indicate the type of vehicle, size, capacity, horsepower, make, and model as appropriate.
- Equip. No. Ref.: City vehicle number assigned to this vehicle. Record the Date/Hours Used total hours this vehicle was used by this employee for each Each Day: day, beginning with the day the Emergency Plan was activated and ending on the day it was deactivated and the vehicle or equipment was returned to normal work. Continue to record hours that this vehicle or equipment is used for recovery related activities.

**IV. MATERIALS AND SUPPLIES USED**

In-stock materials and supplies used will be recorded on the **Materials Summary Record** form. This form should be used only for materials and supplies which are in stock prior to activation of the plan. In maintaining this form, only the following entries should be completed:

- Location of Work: As noted above
- Description of Work: As noted above  
Description: Describe the materials or supplies used. This should include size, type of material, model number, brand

name, and any other information to help identify the item.

Quantity: Number of each item used in response to the emergency.

**DEFINITIONS / TERMS / POLICIES ENACTED WITH EOC ACTIVATION**

**PERSONNEL POLICY DURING TIME OF EMERGENCIES:**

Employees who are considered non-essential, who are released from duty as a result of an emergency, will be paid their regular salary.

Employees required to remain on-duty during an emergency will be compensated as follows:

- During normal working hours, those employees on duty will be paid regular salary, plus will receive compensatory time (time for time) for the same hours worked during the regular work day.
- For hours worked past the regular work day, employees will receive, as they normally would, either compensatory time at time and a half, or overtime at time and a half, whichever is appropriate as determined by management. During a declared emergency, the city may elect to **pay overtime to salaried personnel in lieu of compensatory time.**

**EMERGENCY SUPPLIES (Fuel, food, ice, cots, blankets, etc.,)**

Upon activation of the Emergency Mobilization Plan (EMP), all emergency supplies will be secured by City Manager, the Emergency Manager, or an Emergency Manager Representative. Upon activation of the EMP, these items will not be available for general employee use. Ice machines are to be secured and plugged into emergency power if available to allow a sufficient supply of ice for the EOC. All other emergency supplies are to be secured at location(s) as directed by EOC for use by critical city personnel.

When deemed necessary and appropriate to emergency operations, emergency food supplies will be secured at the EOC, and meals will be provided to on-duty personnel in order to allow them to focus their efforts on emergency response and recovery operations.

**EMERGENCY MANAGER: FIRE CHIEF**

Responsible for coordination and relay of all critical information between the County EOC & City Manager, attends all meetings, maintains year-round communication with EOC, and coordinates activities.

**CITY LIAISON OFFICER: POLICE CHIEF**

Responsible for being present & representing the City at the County EOC, authorized to make decisions and speak on behalf of the City.

**PUBLIC INFORMATION OFFICER: PUBLIC RELATIONS COORDINATOR**

Responsible for maintaining communication with media and supplying periodic updates to the local media. The City appointed scrivener documenting communication, status updates, and progress during critical periods. The City Manager, will be responsible for proofing, and distributing all public information

regarding status of city and operations to the media for public notification.

## **DEFINITIONS / TERMS / POLICIES ENACTED WITH EOC ACTIVATION**

### **CRITICAL\ESSENTIAL PERSONNEL**

At the time of EOC activation, the Emergency Manager will determine if any or all employees listed as “critical/essential” will need to remain on-duty or be designated as “essential personnel.”

### **ESSENTIAL\CRITICAL PERSONNEL**

At the time of EOC activation the Department Director/Supervisor with approval by the Emergency Manager, will determine if any or all of the personnel in this category will need to remain on-duty as “critical personnel.” Unless otherwise notified, Essential/Critical Personnel will observe the procedure for Essential Personnel (below).

### **ESSENTIAL PERSONNEL**

Personnel not critical to the maintenance of emergency operations during the actual onset of an emergency, but who will be essential to the recovery and restoration of essential services. Employees deemed as essential to the recovery operations will not usually be required to remain on-duty during the emergency, but must be prepared to return to work immediately following the emergency to assist in the recovery effort. **Essential personnel will be expected to return to duty immediately after the danger of the emergency has passed and SHOULD NOT wait to be called in.** Essential personnel unable to report to work are expected to contact their supervisor. If after repeated tries and contact cannot be made with the supervisor, the employee should call Human Resources at **(352) 483-5472** to report circumstances.

### **FAILURE TO REPORT TO WORK POLICY**

Employees designated as essential who are required to return to work following the emergency are expected to return to work as soon as possible. The following criteria should be used as a guideline:

- If the emergency is over prior to 2:00 p.m., employees should return to work as soon as possible.
- If the emergency is over after 2:00 p.m., in the evening, or after the normal work day, employees should report for duty the following morning at the regular report to work time, unless otherwise advised.

Employees who are considered essential, and who are unable to report to work as noted above, are expected to contact their supervisor. If after repeated tries contact cannot be made with the supervisor, the employee should call **Human Resources (352) 483-5472** to report circumstances.

If an employee does not report for duty as required and does not make contact with the city, disciplinary action will be pursued.

### **STANDBY PERSONNEL**

Personnel not critical to the maintenance of emergency operation during the actual onset of an emergency, nor essential to the recovery and restoration of essential services. Standby employees will not be required to return to work until essential services have been restored and the city resumes normal

operations. In some instances, Standby personnel may be called in to assist in recovery. Standby personnel will be required to call their supervisor immediately after the emergency has passed to report in. **Employees are responsible to obtain this information, and should not wait to be called.**

**FINANCE DEPARTMENT  
CITY OF EUSTIS EMERGENCY MANAGEMENT PLAN**

1. I. **Level III Mobilization:** Duties of the Finance Department include but are not limited to:
  - a. Provide a complete listing of Finance Department personnel to the EEOC (or the Emergency Manager if the EEOC is not manned) who will be on duty (w/contact information) and their potential assigned location. The number of personnel assigned will correlate to the severity of the storm / disaster event. Ensure those personnel are notified of their assigned duties and the schedule.
  - b. Advise all Finance Department personnel to secure their residences, provide for their families, and prepare for duty if required.
  - c. Review the contents of the Emergency Management Plan and ensure all Finance Department personnel fully understand their duties during a storm / disaster event.
  - d. Prepare assignment locations and schedule for all other Finance Department personnel. Specifically:
    - 1) The Director of IT or his designee will be assigned to the Finance Annex and will monitor the switchboard and City Servers. The Director of IT will also be on call to remote locations to ensure that all lines of communication are kept open in the event of a storm / disaster event. The Director of IT or his designee may be reassigned to the EEOC if required.
    - 2) The Payroll Manager will be assigned to City Hall. In the case of power failure, the contingency plan will be assignment to the Finance Annex.
    - 3) Meter Reader personnel and their equipment will be reassigned to the Water Department with possible further reassignment to the Public Works Department.
    - 4) If required, members of the Finance Department will be assigned to various duties that may be required by the EEOC.
  - e. Ensure current FEMA Forms are printed and distributed to the EEOC and Directors.
  - f. Coordinate with other City Divisions / Departments and provide assistance, if required. Close out and balance all cash registers.
2. **Level II Mobilization:** Duties of the Finance Department include but are not limited to:
  - a. Place Finance Department essential personnel on a “no-leave” status.
  - b. Instruct the Director of IT to conduct a back-up of City servers. Further, instruct Finance Department personnel to secure any non-essential computer equipment by disconnecting power supply, moving them away from windows, and covering them tightly with waterproof material.

- c. Instruct the Customer Service Manager to prepare all cash receipts for deposit and make deposit to banks prior to emergency closings.
  - d. Evaluate the need for additional change in case of operations resuming under generator power.
  - e. If within five days of payroll or accounts payable check runs, process early.
  - f. Store files in a secure area away from possible wind and water damage.
  - g. Clear all desks of paperwork and any personal items that the owner would not want misplaced in case of EOC activation.
  - h. Activate message on phone to be used for employees to report contact number and status after emergency has passed.
  - i. Coordinate with other City Divisions / Departments and provide assistance if required.
3. **Level I Mobilization:** Duties of the Finance Department include but are not limited to:
- a. Direct Finance Department personnel to proceed to their assigned locations.
  - b. **Ensure that upon the closing of City Hall, voicemail is established informing callers of xx**
  - c. Maintain frequent contact with the EEOC. Record reports of damage and notify the EEOC.
  - d. Coordinate response efforts with all departments.
  - e. Assist other Divisions / Departments in their preparations, as may be required.
4. **Storm / Disaster Event Operations:** Duties of the Finance Department include but are not limited to:
- a. Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
  - b. Ensure that Finance Department personnel remain at their assigned locations, until further directed by the EEOC.
5. **Post-Storm / Disaster Event Operations:** Duties of the Finance Department include but are not limited to:
- a. Immediately communicate with the EEOC and receive further assignments as may be required.

- b. Provide forms to and assist Divisions / Departments in the completion of all FEMA required paperwork. This includes but is not limited to: accumulation of payroll data, equipment schedules, materiel purchases, etc.
- c. Collect photos and document damaged City facilities. (Damage to property insured through PRM will be accounted for separate from FEMA cost. The City’s primary insurance will cover the property damage. Therefore, appropriate insurance forms will be distributed to the various departments, if required.)
- d. Assist Building Department personnel in reporting damage to buildings and / or equipment.
- e. Complete report of overtime and expenditures.
- f. Report problems or concerns that occurred prior to, during, or after the storm / disaster event.
- g.

**DEPARTMENTAL EMERGENCY OPERATION PLAN**  
**DEPARTMENT: FINANCE / IT**

**IV. Phase III Operations**

**A. Objectives**

Once the immediate threat has passed, and the Emergency Manager has determined it is safe to be outside, the following will be done, in the order listed:

1. Evaluate the condition of computer equipment and records.
2. Reconnect computer equipment and restore files/records to place as much as possible.
3. Contact persons for repair of computer, reloading of software or other repairs as necessary.
4. Assist other departments as needed in restoring order.
5. Support emergency operations.

**B. Personnel Available**

Name	Position	Phone	Employee Designation
Mike Sheppard	Finance Director	352-408-4692	Essential
Greg Barron	IT Manager	352-617-1443	Essential
Nelly Harnisch	Deputy Fin. Director	904-207-4342	Essential*
Tracy Jeanes	Purchasing Director	352-787-3518	Standby
Shannon Driver	Customer Service Sup.	352-217-9222	Essential*
Carolyn Stormont	Payroll Manager	352-235-5540	Essential*
Susan Trewyn	Purchasing Buyer	352-516-8085	Standby
Joy McKenzie	Staff Accountant	407-962-7423	Standby
Kathy Wood	Staff Accountant	352-617-4254	Standby
Janice Jones	Senior Staff Assistant	352-978-6315	Standby
Vacant	Senior Staff Assistant		Standby

\* Essential after storm for recovery and restoration of essential services.

**V. IT - Contact List**



Software - Edmunds                      1-888-336-6999  
 Verteks                                        1-352-401-0909

**Equipment Available:**

1 Verizon Radio – Radio #77

**Department Generator Needs:**

<i>Location / Use</i>	<i>Address</i>	<i>Size</i>	<i>Fuel Required Type/gallons</i>	<i>Have / Need</i>
Department has no current need for generator other than those already supporting City Hall				
Finance Annex requires a generator for IT support services and communication				

**DEPARTMENTAL EMERGENCY OPERATION PLAN**

**DEPARTMENT: WATER CUSTOMER SERVICE**

**I. Hazard Assessment**

The potential for damage in the Water Customer Service Department is from flood or wind damage to records and computer equipment. Loss of financial records and/or computer equipment and files could result in delayed resumption of operations for the cashier office and other finance areas.

**II. Phase III Operation**

Tasks to be performed after a "Phase I Notice" has been issued are:

- A. Close out and balance all cash registers.
- B. Prepare all cash receipts for deposit and make deposit to banks prior to emergency closings.
- C. Evaluate the need for additional change in case of operations resuming under generator power.
- D. Secure all cash (change only) in vault.
- G. Disconnect computer equipment and store in vault or other protected area.
- H. Store all critical records in vault.
- I. Move all files and records to vault or other area protected from flooding and wind damage.
- J. Provide contact numbers to employees and, if possible, obtain contact numbers for those employees evacuating.

\*Maintain Internet/Email and Network server in case of EOC activation to enable contact with County EOC

**III. Phase II Operations**

There are no employees within the Water Customer Service department that are classified as "critical".

All Department employees listed as "essential personnel" will be at home, or at a location of their choice in the immediate area, and must be prepared to return to work immediately following the emergency to assist in the recovery effort.

All Department employees listed as “standby” will call (850) 983-5427 after the emergency has

passed to report in. The employee should leave name, valid contact number and availability status.

**DEPARTMENTAL EMERGENCY OPERATION PLAN  
DEPARTMENT: METER DEPARTMENT**

**I. HAZARD ASSESSMENT**

- A. Since the Meter Department works with the Water Department, the primary function would be to assist the Water department in restoring services as soon as possible.
- B. Impacts to service would be delayed route readings, which in turn would delay the Billing department.
- C. Facilities to secure: Four (4) equipped meter trucks, office at the City parking lot and Finance Annex.

**II. PHASE III OPERATIONS**

Tasks to be performed after a "Hurricane Warning" has been issued are:

- 1. Meter trucks stocked with extra pipe and fitting for gas and water services
- 2. Perform radio check and fully charge portable radio batteries
- 3. Stock extra batteries for flashlights and leak detector
- 4. Secure office
- 5. Fuel vehicles and secure at the office.
- 6. Assign Damage Assessment Teams and designate assessment grids
- 7. Make sure adequate FEMA Damage Assessment Survey forms are available to all teams

**III. PHASE II OPERATIONS**

All Meter department personnel are listed as "essential" and will be at home, or at a location of their choice in the immediate area, and must be prepared to return to work immediately following the emergency to assist in the recovery effort.

**IV. POST STORM**

**Objectives**

- 1. Customer Service Manager will report to the Public Works Supervisor (Jobey) for any immediate concerns/problems that need to be handled.
- 2. Meter department personnel will coordinate with the Public Works Supervisor and the Planning & Development Department personnel to form Damage Assessment Teams to survey the city.
- 3. Meter readers will do "drive through" damage assessment surveys of assigned areas, paying special attention to hazardous situations and damage to city facilities.
- 4. Once damage assessment is completed, assistance will be given to the Public Works

departments as needed.

**DEPARTMENTAL EMERGENCY OPERATION PLAN**

**DEPARTMENT: METER DEPARTMENT**

**Personnel Available**

Name	Position	Phone	Employee Designation
Shannon Driver	Supervisor	352-217-9222	Essential
Thomas Buchanan	Field Tech	352-267-7960	Essential
Barbara Nichols	Field Tech	352-308-7762	Essential
Brandon Durias	Field Tech	407-668-6951	Essential
Nick Rawls	Field Tech	352-449-9791	Essential

**1. Vehicles/Heavy Equipment Available**

- 2015 Nissan Frontier (210285)
- 2015 Nissan Frontier (222183)
- 2015 Nissan Frontier (XD4035)
- 2015 Nissan Frontier (XD4036)

**2. Equipment Available**

Each meter truck is equipped with the following:

- Two 14" pipe wrenches
- One flash light
- One binocular
- One hacksaw
- One crescent wrench
- One shovel
- One pair slip joint pliers

Trucks are stocked with various water fittings from 3/4" to 1".

Specialized equipment: one Leakaton leak detector used to detect gas leaks on lines and appliances, portable cutting torch. No heavy equipment available

**Department Generator Needs:**

Location / Use	Address	Size	Fuel Required Type/gallons	Have / Need
The Finance Annex requires a generator for IT support services and back up for payroll.				

**Chapter 9 Attachment Index:**

- A. 9A Department Staffing Availability
- B. 9B Eustis Response Claim Form
- o Department Staffing Availability Form
- o ICS-214 Unit Log

## CHAPTER 10 – Parks and Recreation Department

The Parks and Recreation Department is primarily responsible for providing sustenance, sustenance distribution, and logistical support to City employees and for ensuring all facilities under their cognizance are secured for a storm / disaster event. The Director of Parks and Recreation will be in charge of the Primary Staging Area and all City employees assigned to that location. During Emergency Management events, the Library Director will report directly to the Director of Parks and Recreation and will follow the procedures listed in this chapter. In this chapter, the Parks and Recreation Department includes the Library Department personnel

### 1. Level III Mobilization:

- a. Staffing list to be confirmed and updated once department heads are notified of a possible storm event.
- b. Duties of the Parks and Recreation Department are listed on Attachment 10B.
- c. Prepare the Eustis Community Center to serve as the Primary Staging Area for food preparation, supply distribution, etc.
- d. Procure enough food and cooking gear to provide meals to City employees to last the duration and following a disaster event. Quantity of food items to be purchased is calculated at: 100 people per meal x 3 meals per day x 3 days. Coordinate with the Purchasing Department and the Finance Department on these procurements. Record expenditures for all procured items.
- e. Maintain communication with local food vendors to ensure a continuous availability of food supplies during extended operations.
- f. Determine the approximate number of City personnel assigned to work during the storm and prepare meal schedules accordingly. Notify EEOC of schedule.
- g. Provide an updated listing of Parks and Recreation Department personnel addresses and phone numbers for recall purposes to the Human Resources Department.
- h. Advise all Parks and Recreation Department personnel to secure their residences, provide for their families, and prepare for duty, if required.
- i. Complete schedule for personnel during a storm / disaster event.
- j. Review the contents of the Emergency Management Plan and ensure all Parks and Recreation Department personnel fully understand their duties during a storm / disaster event.
- k. Test and fuel all equipment to include vehicles, radios, and any other equipment that may be required in the event of a storm / disaster event.

- l. Review equipment status and provide a list of equipment available and their location to the EEOC (or the City Manager if the EEOC is not manned).
  - m. Coordinate with other City Divisions / Departments and provide assistance if required.
  - n. Contact Command and identify if there is going to be a Lake County shelter opening within the city limits.
2. **Level II Mobilization:** Duties of the Parks and Recreation Department include but are not limited to:
- a. Place all Parks and Recreation Department personnel in a “no-leave” status.
  - b. Close all park facilities and cease recreation activities, including the Aquatic Center and the Lakewalk.
  - c. Coordinate with the Public Works Department the boarding of windows and doors to any facility under the cognizance of the Parks and Recreation Department. In addition, perform the following procedures:
    - 1) Remove light globes at the Bandshell, Lakewalk, and Aquatic Center.
    - 2) Remove lower lights at the Bandshell, Aquatic Center, and Ferran Park Playground.
    - 3) Cover electrical sockets at all park facilities with plastic bags.  
(Highlighted items to be completed by Public Works)
    - 4) Secure all loose items at the Aquatic Center that could become a flying debris hazard during heavy winds. Place chairs in pool, remove lane lines, reduce water level, and turn off electricity and heaters.
  - d. Secure any non-essential computer equipment by disconnecting power supply, moving them away from windows, and covering them tightly with waterproof material.
  - e. Frequently check communications gear and equipment to ensure readiness.
  - f. Begin stockpiling ice at the Primary Staging Area.
  - g. Inspect buildings under the cognizance of the Parks and Recreation Department for loose non-essential equipment. Secure equipment as necessary. The Parks and Recreation Department, in coordination with the Public Works Department, is responsible for the securing and safety of the following buildings:
    - 1) Facilities & Recreation Office
    - 2) American Legion Building
    - 3) Aquatic Center
    - 4) Bandshell
    - 5) Cardinal Office & Warehouse

- 6) Clifford Taylor House
  - 7) Eustis Community Center
  - 8) Lakewalk / Seawall
  - 9) Senior Service Center
  - 10) Eustis Memorial Library
3. **Level I Mobilization:** Duties of the Parks and Recreation Department include but are not limited to:
- a. Direct Parks and Recreation Department personnel to proceed to their assigned locations.
  - b. The Director of Parks and Recreation will assume command and control of the Primary Staging Area. Following a roll call, the Director will report status of personnel and equipment to the the EEOC.
  - c. Begin meal preparation and distribution if required.
  - d. Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
  - e. Frequently check communications gear and equipment to ensure readiness.
4. **Storm / Disaster Event Operations:** Duties of the Parks and Recreation Department include but are not limited to:
- a. Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
  - b. Continue providing meals to City employees as weather permits.
5. **Post-Storm / Disaster Event Operations:** Duties of the Parks and Recreation Department include but are not limited to:
- a. Continue meal preparation and distribution to City employees during clean-up operations until secured by the EEOC.
  - b. Assume command and control authority over any locally assigned distribution point as designated by the EEOC.
  - c. Assist authorized organizations in distribution of food and water
  - d. Assist building personnel in reporting damage to buildings and / or equipment
  - e. Assist Eustis residents with clean-up operations.
  - f. Complete report of overtime and expenditures.
  - g. Report problems or concerns that occurred prior to, during, or after the storm / disaster event.

**Chapter 10 Attachment Index:**

- 10A. Parks and Recreation Checklist
  - 10B. Parks and Rec Emergency Phone List.
  - 10C. Hurricane Food – Purchase List
  - 10D. Hurricane meal menu
  - 10E. Hurricane Emergency Action Plan (EAP ) Publix Letter (2018)
- 
- Department Staffing Availability Form
  - ICS-214 Unit Log



**CHAPTER 11 – Library Department**

Eustis Memorial Library personnel are assigned to the Library Department.

1. **Level III Mobilization:** Duties of the Library Department include but are not limited to:
  - a. Prepare and provide a complete listing of Library personnel who may be assigned work during a storm / disaster event (w/contact information). These personnel will be assigned to the Primary Staging Area at the Eustis Community Center. The number of personnel assigned will correlate to the severity of the storm / disaster event. Ensure those personnel are notified of their assigned duties and the schedule.
  - b. Prepare the Eustis Library for closing and EOC needs.
  - c. Determine the approximate number of City personnel assigned to work during the storm. Notify EEOC of schedule.
  - d. Provide a complete listing of Library Department employee addresses and phone numbers for recall purposes to the EEOC (or the City Manager if the EEOC is not manned).
  - e. Advise all Library Department personnel to secure their residences, provide for their families, and prepare for duty, if required.
  - f. Complete schedule for personnel during a storm / disaster event.
  - g. Review the contents of the Emergency Management Plan and ensure all Library Department personnel fully understand their duties during a storm / disaster event.
  - h. Test and fuel all equipment to include vehicles, radios, and any other equipment that may be required in the event of a storm / disaster event.
  - i. Review equipment status and provide a list of equipment available and their location to the EEOC (or the City Manager if the EEOC is not manned).
  - j. Coordinate with other City Divisions / Departments and provide assistance if required.
2. **Level II Mobilization:** Duties of the Library Department include but are not limited to:
  - a. Place all Library personnel in a “no-leave” status.
  - b. Have windows and doors boarded at the Eustis Memorial Library and perform the following procedures:
  - c. Secure any non-essential computer equipment by disconnecting power supply, moving them away from windows, and covering them tightly with waterproof material.
  - d. Frequently check communications gear and equipment to ensure readiness.

**Eustis Memorial Library personnel list attached**

- 3. **Level I Mobilization:** Duties of the Library Department include but are not limited to:
  - a. Direct Library personnel to proceed to their assigned locations.
  - b. Following a roll call, the Director will report status of personnel and equipment to the EEOC.
  - c. Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
  - d. Frequently check communications gear and equipment to ensure readiness.
  
- 4. **Storm/Disaster Event Operations:** Duties of the Library Department include but are not limited to:
  - a. Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
  - b. Continue providing meals to City employees as weather permits.
  
- 5. **Post-Storm / Disaster Event Operations:** Duties of the Library Department include but are not limited to:
  - a. Assume command and control authority over any locally assigned distribution point as designated by the EEOC.
  - b. Assist authorized organizations in distribution of food and water.
  - c. Assist building personnel in reporting damage to buildings and / or equipment.
  - d. Assist Eustis residents with clean-up operations.
  - e. Complete report of overtime and expenditures.
  - f. Report problems or concerns that occurred prior to, during, or after the storm/disaster event.

## CHAPTER 12 – Human Resources

1. **Level III Mobilization:** Duties of Human Resources include but are not limited to:

- a. Provide a current listing of City personnel (w/contact information) to the EEOC (or the City Manager if the EEOC is not manned).
- b. Advise all Human Resource personnel to secure their residences, provide for their families, and prepare for duty if required.
- c. Complete schedule for personnel during a storm / disaster event.
- d. Review the contents of the Emergency Management Plan and ensure all Human Resources personnel fully understand their duties during a storm / disaster event.
- e. Coordinate with other City Divisions / Departments and provide assistance if required.

2. **Level II Mobilization:** Duties of Human Resources include but are not limited to:

- a. Place all Human Resources personnel in a “no-leave” status.
- b. Secure any non-essential computer equipment by disconnecting power supply, moving them away from windows, and covering them tightly with waterproof material. Move any other equipment, including books and audio/visual items away from the windows.

3. **Level I Mobilization:** Duties of Human Resources include but are not limited to:

- a. Direct Human Resource personnel assigned to work during the storm/disaster event to proceed to their assigned locations. All others not assigned will proceed home and await further orders.

4. **Storm / Disaster Event Operations:** Duties of Human Resources include but are not limited to:

- a. Human Resource personnel shall remain at their assigned locations until further notice from the EEOC.

5. **Post-Storm / Disaster Event Operations:** Duties of Human Resources include but are not limited to:

- a. Upon direction of the City Manager or his designee, Human Resources will prepare emergency temporary hiring of personnel who may be required to assist in clean-up efforts.
- b. Assist Eustis residents with clean-up operations.
- c. Complete report of overtime and expenditures.

**Chapter 12 Attachment Index:**

- A. Attachment 12A Human Resources Staff Checklist
- B. Attachment 12B Emergency Compensation Policy
  - o Department Staffing Availability Form
  - o ICS-214 Unit Log

## PURPOSE

The purpose of the City’s Emergency Management Plan is to ensure that in the event of a hurricane, severe weather, or other emergency, all situations before, during and after the event are mitigated in a quick and orderly fashion, using the City’s available resources and manpower.

The City of Eustis must be prepared to act in a timely manner, as it must not only consider the welfare of the citizens of Eustis, but also the welfare of several thousand civilians who may evacuate from the coast.

## SCOPE

Due to the City’s limited manpower and resources, it must anticipate that in the event of a hurricane, certain situations are imminent. Tasks must be handled by each department and certain tasks must be handled by a combination of two or more departments.

Therefore, this plan is being established to ensure that the City is prepared to meet the demands placed on it, not only for hurricanes, but for tornadoes, severe weather, hazardous material incidents, large fires, and acts of terrorism.



*City of Eustis Emergency Management Plan*

**SYNOPSIS OF THE CITY OF EUSTIS  
PEACE TIME EMERGENCY PLAN**

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. The City Manager, as the Chief Executive Officer, has the overall responsibility for disaster control, direction, and coordination.</li> <li>2. The City Manager will designate an Emergency Management Director from the City Staff to plan and coordinate all disaster control activities. That person is the Fire Chief for the City of Eustis.</li> <li>3. Upon the Governor of the State of Florida declaring an emergency in the State and/or upon the County of Lake declaring an emergency in Lake County, the Eustis Mayor shall declare a State of Emergency in the City of Eustis. This declaration will authorize the City Manager and the Emergency Management Director to assume command and control of all City Government functions and to perform duties to best protect the lives and property of the Citizens of Eustis. The City Manager and Emergency Management Director will frequently communicate with the Eustis City Commission to provide status reports.</li> <li>4. The City Manager and Emergency Management Director will exercise command and control as authorized by resolution for not more than seven (7) days following the declaration of the State of Emergency by the Eustis City Commission or when disaster control is no longer required as per FL Statute, Chapter 252. Their primary duties during that time will be to the Command Team in coordination with the City, County, State, Federal and private agencies.</li> <li>5. Should the County Emergency Management Director activate the Lake County Emergency Operations Center, the Emergency Management Director shall assign a staff member to report to the Lake County Emergency Operations Center and act as a Liaison for the Command Team of the City of Eustis.</li> <li>6. An Emergency Operations Center will be established by the City Emergency</li> </ol> | <p>Management Director, and all members of the Command Team will report to that location upon activation by the City Manager. The primary site for the Command Team will be at the Eustis Memorial Library, or the secondary site will be the Eustis Police Department (provided the locations are safe and habitable). Members should bring necessary personal medications, clothing, and other necessities for an extended stay at this location.</p> <ol style="list-style-type: none"> <li>7. The Command Team is the overall operational control element for the City. The Command Group will consist of the City Manager, Emergency Management Director, Director of Parks and Rec, Eustis Police Chief, Public Works Director, Water Department Director, Wastewater Department Director, Finance Director, Building Department Director, and any personnel as assigned by the above.</li> <li>8. The Task Force Teams and designated personnel and equipment from the Police Department, Fire Department, Public Works Department, Water Department, and Wastewater Departments are strategically placed in various safe locations in the City of Eustis to maintain immediate access to City Facilities and to provide an immediate response to protect the lives and property of Eustis Residents. Task Force personnel report directly to the Command Team and may be directed to report to either Fire or the Police.</li> <li>9. Other City Departments and designated staff personnel will support the Command Group and shall have assigned responsibilities under department guidelines.</li> <li>10. Should a disaster occur that would overtax the financial well-being or the physical capabilities of the City (excluding all mutual aid agreements), the City Emergency Management Director shall notify the County Emergency Management Director of the situation and request a disaster designation.</li> </ol> |
|--|--|

Commented [SM1]: Resolution 19-82

II

Revision April 2018, Reviewed 2020, Reviewed 2021, Reviewed 4/ 2022, Reviewed 3/2023

## DEFINITIONS

CM	City Manager
Command Team	<p>Personnel assigned to the Eustis Emergency Operations Center who will direct the activities of the Strike Teams or Task Forces. Members of this team will consist of:</p> <ul style="list-style-type: none"> <li>• City Manager</li> <li>• Emergency Management Director (Fire Chief)</li> <li>• Eustis Police Chief</li> <li>• Eustis Fire Deputy Chief</li> <li>• Public Works Director</li> <li>• Parks and Recreation Director</li> <li>• Finance Director</li> <li>• Development Services Director</li> <li>• Any personnel as assigned by the above</li> </ul>
EEOC	Eustis Emergency Operations Center - a safe and habitable location designated by the City Manager and the Emergency Management Director that will be the command/control/communications center of the City of Eustis during declared emergencies.
EMD	Emergency Management Director – a City Staff Member, designated by the City Manager to use all resources available to protect the lives and property of Eustis residents.
FDEM	Florida Division of Emergency Management – a full-time division that reports directly to the Office of the Florida Governor and is charged with maintaining a comprehensive statewide program of emergency management. The division is responsible for coordinating with efforts of the Federal Government with other departments and agencies of state government, with county and municipal governments and school boards, and with private agencies that have a role in emergency management.
FEMA	Federal Emergency Management Agency.
LCEOC	Lake County Emergency Operations Center – a safe and habitable location designated by Lake County Officials that will be the command/control / communications center of Lake County during declared emergencies.
Level I EOC Activation Status	Full Activation – Operating under standby procedures, preparing for conditions of probable danger. EOC is fully operational. Public informed. All agencies should coordinate with the EOC as required.

Level II EOC Activation Status	Danger probable – Partial Activation, operating under standby conditions. Key EOC personnel were notified to report. EOC activated. Public informed. County notified. Ensure personnel has been briefed and family responsibilities have been addressed. Municipality/County coordination established.
Level III EOC Activation Status	The danger is possible – Monitoring Phase. Operating under normal conditions, however, monitoring the situation. EOC Section Chiefs and emergency response agencies were notified. Emergency procedures reviewed. Organizational plans reviewed and updated.
PAO	Public Affairs Officer – that person designated by the City Manager and Emergency Management Director to ensure that all levels of communications are maintained during emergency conditions and to ensure the public are advised of all conditions
Staging Area	A safe and habitable location where City employees not assigned specific duties at another location will be housed while awaiting further instruction. This area also serves as the central point for food preparation and distribution. The primary Staging Area is the Eustis Community Center, and the alternate Staging Area will be the Eustis Memorial Library.
Task Force Groups	Designated personnel and equipment from the Police Department, Fire Department, Public Works Department, Water Department, and Wastewater Departments who are assigned to a specific task, with common communications and a leader.
Strike Teams	Designated personnel and equipment of the same kind and type of resources, with common communications and a leader.



## FLORIDA STATUTE – Chapter 252

### EMERGENCY MANAGEMENT

#### PART I - GENERAL PROVISIONS (ss. 252.31-252.63)

**252.38 Emergency management powers of political subdivisions.** --Safeguarding the life and property of its citizens is an innate responsibility of the governing body of each political subdivision of the state.

**252.38 (2) MUNICIPALITIES.** --Legally constituted municipalities are authorized and encouraged to create municipal emergency management programs. Municipal emergency management programs shall coordinate their activities with those of the county emergency management agency. Municipalities without emergency management programs shall be served by their respective county agencies. If a municipality elects to establish an emergency management program, it must comply with all laws, rules, and requirements applicable to county emergency management agencies. Each municipal emergency management plan must be consistent with and subject to the applicable county emergency management plan. In addition, each municipality must coordinate requests for state or federal emergency response assistance with its county. This requirement does not apply to requests for reimbursement under federal public disaster assistance programs.

#### **252.38 (3) EMERGENCY MANAGEMENT POWERS; POLITICAL SUBDIVISIONS.** --

(a) In carrying out the provisions of ss. 252.31-252.90, each political subdivision shall have the power and authority:

1. To appropriate and expend funds; make contracts; obtain and distribute equipment, materials, and supplies for emergency management purposes; provide for the health and safety of persons and property, including emergency assistance to the victims of any emergency; and direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set by the federal and state emergency management agencies.
2. To appoint, employ, remove, or provide, with or without compensation, coordinators, rescue teams, fire and police personnel, and other emergency management workers.
3. To establish, as necessary, a primary and one or more secondary emergency operating centers to provide continuity of government and direction and control of emergency operations.
4. To assign and make available for duty the offices and agencies of the political subdivision, including the employees, property, or equipment thereof relating to firefighting, engineering, rescue, health, medical and related services, police, transportation, construction, and similar items or services for emergency operation purposes, as the primary emergency management forces of the political subdivision for employment within or outside the political limits of the subdivision.
5. To request state assistance or invoke emergency-related mutual-aid assistance by declaring a state of local emergency in the event of an emergency affecting only one political subdivision. The duration of each state of emergency declared locally is limited to 7 days; it may be extended, as necessary, in 7-day increments. Further, the political subdivision has the power and authority to waive the procedures and formalities otherwise required of the political subdivision by law pertaining to:

- a. Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community.
- b. Entering into contracts.
- c. Incurring obligations.
- d. Employment of permanent and temporary workers.
- e. Utilization of volunteer workers.
- f. Rental of equipment.
- g. Acquisition and distribution, with or without compensation, of supplies, materials, and facilities.
- h. Appropriation and expenditure of public funds.

(b) Upon the request of two or more adjoining counties, or if the Governor finds that two or more adjoining counties would be better served by an inter-jurisdictional arrangement than by maintaining separate emergency management agencies and services, the Governor may delineate by executive order or rule an inter-jurisdictional area adequate to plan for, prevent, mitigate, or respond to emergencies in such area and may direct steps to be taken as necessary, including the creation of an inter-jurisdictional relationship, a joint emergency plan, a provision for mutual aid, or an area organization for emergency planning and services. A finding of the Governor pursuant to this paragraph shall be based on one or more factors related to the difficulty of maintaining an efficient and effective emergency prevention, mitigation, preparedness, response, and recovery system on a uni-jurisdictional basis, such as:

- 1. Small or sparse population.
- 2. Limitations on public financial resources are severe enough to make maintenance of a separate emergency management agency and services unreasonably burdensome.
- 3. Unusual vulnerability to emergencies as evidenced by a past history of emergencies, topographical features, drainage characteristics, emergency potential, and presence of emergency-prone facilities or operations.
- 4. The interrelated character of the counties in a multicounty area.
- 5. Other relevant conditions or circumstances.

## FAMILY PREPAREDNESS GUIDE

It is important that prior to any anticipated or unforeseen disaster event and prior to the State and/or County's Declaration of a State of Emergency, each employee's family is ready. In an emergency event situation, there may not be much time for families to prepare, and it could take hours to days to get help after such an event. The following is a minimum set of guidelines to help employee's families prepare for an emergency event:

### Disaster Supply Kit

- One gallon of water per person for five days and enough non-perishable food for the household for at least five days
- A non-electric can opener; cooking tools and fuel;
- paper plates & towels; and plastic utensils & cups
- Toiletries and personal hygiene supplies such as toothpaste and brush; deodorant; soap; shampoo; and shaving equipment
- wash cloth and towel; and toilet paper
- Garbage bags, resealable plastic bags, and tarps
- Supplies for infants, including diapers and formula
- Supplies for senior citizens, including special dietary
- considerations and incontinence pads
- At least a two-week supply of prescribed family medicines, as well as a typical first-aid kit with bandages, antibiotic cream, headache medicine, and antacids
- Blankets, pillows, extra clothing
- Battery-powered NOAA weather radio, HDTV and flashlight with extra batteries
- A waterproof container with extra cash and important documents, such as insurance, bank account, and Social Security cards
- A list of important phone numbers, including the family's local pharmacy, doctors, and designated contacts the family can call in case of an emergency
- Camera to record damage to property
- Rain gear and hard sole shoes
- Cleaning supplies and equipment
- Pet supplies, including food, water and medicines

### Communication Plan

In case family members are separated from one another during a disaster (a real possibility during the day when adults are at work and children at school), develop a plan for reuniting after the disaster.

Ask an out-of-state relative or friend to serve as the "family contact." After a disaster, it is often easier to call long distance. Make sure everyone in the family knows the name, address, and phone number of the contact person.

### Preserve Documents

Make a complete inventory of your home, garage, and surrounding property. The inventory can be either written or videotaped. Include information such as serial numbers, makes and model numbers, physical descriptions, and price of purchases (receipts, if possible).

Vital documents such as birth and marriage certificates, tax records, credit card numbers, financial records, and wills and trusts can be lost during a disaster. Make two photocopies of these documents and keep the originals in a safe deposit box, keep one copy in a safe place in the house, and give the second copy to an out-of-state friend or relative.

## **DISASTER PREPAREDNESS**

It is important that prior to any anticipated or unforeseen disaster event and prior to the State and/or County's Declaration of a State of Emergency, the City be completely prepared for said event.

### **City Manager's Responsibilities:**

1. Ensure adequate training is conducted between the departments on tasks that may be required during a disaster event. This will ensure continuity in the event of an accident, injury, or loss of life.
2. Ensure that items contained in the "Annex Folder" are current and available to the Command Team upon activation of the EEOC. These items include, but are not limited to, Staff Recall Rosters, Equipment Lists, Key Facilities listings, Shelter Locations, etc.
3. Ensure that Emergency Management or related training conducted by Lake County or other agencies is provided to all staff personnel.

### **Division Head / Department Directors Responsibilities:**

1. It shall be the responsibility of each Division Head/Department Director (Emergency Service Function) to ensure that personnel involved in a declared emergency maintain accurate records regarding the use of equipment and manpower and all purchases made in support of a declared emergency and that this information is provided to the Finance Director in a timely manner to facilitate the City applying for either State and/or Federal Funds.
2. Ensure adequate cross-training is conducted between personnel assigned to them. This will ensure continuity in the event of an accident, injury, or loss of life.
3. Ensure that items contained in Appendix A, under their cognizance, are maintained and current.
4. Ensure that frequent contact is made with local fuel, food, and equipment supply distribution agencies in the Eustis area to guarantee immediate response and distribution prior to, during, and following a disaster event.
5. Ensure that all equipment in their custody is maintained and in working order. Any non-functioning equipment that may be used during a disaster event shall be repaired as soon as possible.
6. Ensure all employees under their supervision are fully aware of their responsibilities in the case of a disaster event. Further, it is important that those employees have plans in place for their families that can be implemented on short notice.

### **Individual Department / Division Responsibilities:**

1. Human Resources Director: Brief all newly hired / re-hired personnel of their responsibilities to the City if their particular services are required prior to, during, and following a disaster event. Personnel receiving this brief will sign a statement of understanding acknowledging receipt. The Human Resources Director shall also maintain a current personnel recall roster for use by the EEOC.

2. Fire Chief: Ensure that a facility is available to act as the EEOC and that Command Team personnel have the means to live comfortably during extended periods of stay. Items required include but are not limited to bathroom/shower facilities, cots, communications gear, etc. Set up and direct or attend all Command and Operational meetings.
3. Police Chief: Ensure that a facility is available to act as the EEOC and that Command Team personnel have the means to live comfortably during extended periods of stay. Assure the security and safety of the facility. Verify and inspect the fallback location for the EEOC. Set up and direct or attend all Command and Operational meetings.
4. Public Works Director: Ensure that all maps of the City of Eustis and the Key Facilities listing be kept current via the Engineering Department. Upon the request of the City Manager, the Public Works Director will provide all maps required to assist the Command Team in the performance of their duties.
5. Finance Director: Will ensure that contingency funds are available in the event they are required for use prior to, during, and following a disaster event. The Finance Director will also ensure all Departments (Emergency Service Functions) are provided with the appropriate training and forms necessary to document the use of equipment and manpower; all purchases made in support of a declared emergency, and to facilitate the City applying for either State and/or Federal Funds
6. Deputy Fire Chief: Maintain a current listing of facilities and their locations, which may house residents with special needs. Maintain contact with local agencies whose facilities may be required to act as staging areas, on short notice, during a disaster event.
7. Parks and Recreation Department Director: Ensure City Facilities designated to house City employees during a declared disaster event are sufficiently manned and stocked with necessary food items and supplies and support ongoing operations during said declared emergency.

**PERSONNEL REPORTING CHECKLIST**

Updated April 2022

It is important that prior to any anticipated or unforeseen disaster event, and prior to the State and/or County's Declaration of a State of Emergency, individual City Staff members be ready to report for duty. The following is a checklist of supplies that employees should bring with them when reporting to the EEOC or assigned staging areas. Employees should be ready to report for duty at the announcement of Level III Mobilization. Personnel not immediately required to report for duty should maintain these items in the event they may be called upon to assist in storm/disaster event operations.

- 3 sets of clothes/work uniform / tee shirts
- 1 jacket
- 5 each of undershirts, underwear, pairs of socks
- 1 extra pair of shoes
- 3 bath towels
- Sleeping bag/bedding
- Personal flashlight and batteries
- Personal hygiene items for 3 days
  - Prescription medication
  - Toothbrush and toothpaste
  - Deodorant
  - Soap
  - Shampoo
  - Razor and shaving cream
  - Mosquito repellent
  - 3 days' supply of food that does not require refrigeration or cooking
  - 3 gallons of water
  - Other personal hygiene articles



# City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: MAY 18, 2023

RE: RESOLUTION NUMBER 23-50: AUTHORIZING THE CITY MANAGER TO APPLY FOR LAKE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR COOLIDGE AVENUE/ROSENWALD GARDENS AREA IMPROVEMENTS

### **Introduction:**

Resolution Number 23-50 authorizes the City Manager to apply for Lake County CDBG funding for Coolidge Avenue/Rosenwald Gardens area improvements.

### **Recommended Action:**

Staff recommends approval of Resolution Number 23-50 as submitted.

### **Background:**

The City is planning water, wastewater, stormwater, and road improvements in the Coolidge Avenue/Rosenwald Gardens area. The City has been working with Lake County on the project, and it has been determined that the stormwater and road improvements are eligible for CDBG funding.

On April 6, 2023, the City Commission approved an interlocal agreement with Lake County to fund the design and engineering for the project. The Lake County Board of County Commissioners then approved the agreement on May 9, 2023.

In order to apply through the Lake County CDBG program, the County requested that the City approve an Urban County Cooperation Agreement to join the County's CDBG Program. On May 4, 2023, the Eustis City Commission passed Resolution Number 23-43 approving the agreement to become part of the County's program.

On May 4, 2023, the Eustis City Commission also held a grant workshop to identify grant priorities. At that workshop, the Eustis City Commission unanimously directed staff to seek grant opportunities for the Coolidge Avenue/Rosenwald Gardens project.

This proposed grant application allows for a targeted grant opportunity to support critically needed infrastructure in an underserved area.

### **Community Input:**

The Coolidge Area/Rosenwald Gardens project has been discussed at several meetings. There will be an opportunity for additional input at the May 18 City Commission meeting.

### **Budget/Staff Impact:**

The stormwater and road portion of the project are estimated at approximately \$4.5 million.

More precise numbers should be available after the completion of design and engineering. City staff are still working to determine what portions of the project are located in unincorporated Lake County versus those portions located in the City of Eustis. Those numbers will determine the amount of the grant application.

**Prepared By:**

Tom Carrino, City Manager

**Attachments:**

Resolution Number 23-50



**RESOLUTION NUMBER 23-50****A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA; AUTHORIZING THE CITY MANAGER TO APPLY FOR LAKE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR COOLIDGE AVENUE/ROSENWALD GARDENS AREA IMPROVEMENTS AND AUTHORIZING THE CITY MANAGER TO SIGN ANY DOCUMENTS NECESSARY FOR THE APPLICATION SUBMITTAL**

**WHEREAS**, the City of Eustis has identified necessary water, wastewater, stormwater, and road improvements in the Coolidge Avenue/Rosenwald Gardens area; and

**WHEREAS**, the City of Eustis and Lake County have determined that these proposed improvements qualify for CDBG funding; and

**WHEREAS**, on April 6, 2023, the Eustis City Commission passed Resolution Number 23-33 approving an interlocal agreement with Lake County to fund the design and engineering for the project; and

**WHEREAS**, on May 4, 2023, the Eustis City Commission passed Resolution Number 23-43 approving an agreement to become part of Lake County's CDBG program; and

**WHEREAS**, at a grant workshop on May 4, 2023, the Eustis City Commission established Coolidge Avenue/Rosenwald Gardens improvements as a priority for grant funding opportunities; and

**WHEREAS**, obtaining grant funding for the proposed improvements will have a positive impact on the health, safety, and welfare of the citizens of the Coolidge Avenue/Rosenwald Gardens area, all of Eustis, and Lake County.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Eustis, Florida, as follows:

1. That the City Manager is hereby authorized to submit a CDBG grant application to Lake County for proposed improvements in the Coolidge Avenue/Rosenwald Gardens area.
2. The City Manager is also authorized to execute any documents necessary for the submittal of the application.

**DONE AND RESOLVED** this 18th day of May, 2023, in Regular Session of the City Commission of the City of Eustis, Florida.

**CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA**

\_\_\_\_\_  
Michael L. Holland  
Mayor/Commissioner

**ATTEST:**

\_\_\_\_\_  
Christine Halloran, City Clerk

**CITY OF EUSTIS CERTIFICATION**

**STATE OF FLORIDA  
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me this 4th day of May, 2023, by Michael L. Holland, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

\_\_\_\_\_  
Notary Public - State of Florida  
My Commission Expires:  
Notary Serial Number:

**CITY ATTORNEY'S OFFICE**

This document is approved as to form and legal content for the use and reliance of the City Commission of the City of Eustis, Florida.

\_\_\_\_\_  
City Attorney's Office

\_\_\_\_\_  
Date

**CERTIFICATE OF POSTING**

The foregoing Resolution Number 23-50 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

\_\_\_\_\_  
Christine Halloran, City Clerk



# City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: May 18, 2023

RE: RESOLUTION NUMBER 23-49 WATER, WASTEWATER, AND RECLAIMED WATER RATE ADJUSTMENT

## **Introduction:**

The purpose of Resolution Number 23-49 is to establish new water, wastewater, and reclaimed water rates to ensure that the facilities used and required are maintained in proper working order and comply with regulatory mandates. Resolution 21-20 established rate adjustments for water, wastewater, and reclaimed water for the period beginning June 1, 2021 and each June 1<sup>st</sup> through 2025. The effective date of the new rates will always be the July 1<sup>st</sup> billing each year. A notice of a 2.5% increase will be included on every utility bill issued in June.

## **Recommended Action:**

Staff recommends approval of Resolution Number 23-49 as submitted.

## **Background:**

In 2016, the City contracted with Public Resource Management Group, Inc. (PRMG) to perform a Utility rate study. PRMG presented the results and recommendations of the 2016 Water, Wastewater, and Reclaimed Water Study to the Commission on February 18, 2016.

In 2021, the Finance Department conducted an in-house study covering the current status and projections of the water, wastewater, and reclaimed water systems through the year ending June 30, 2025. Consideration was given to current financial conditions, projected operation costs, proposed system upgrades, required system upgrades, customer growth, economic assumptions and revenue streams necessary to deliver reliable and quality service to customers.

Based on the analysis of the water, wastewater, and reclaimed water systems, it was determined that an annual increase of 2.5% each year through June 1, 2025, would be sufficient. Other rates were explored in the study, however, it was determined that the 2.5% increase allowed the City to balance funding operations with keeping costs reasonable for users.

The Commission has always provided for and ensured proper rates are in effect for the City. This due diligence has been able to satisfy outside agencies such as lending institutions and bond rating companies, allowing us to obtain financing for major expansions when necessary. The rates will go into effect June 1<sup>st</sup> of each year. The previous study had an initial increase of 7.7% followed by 4 years at 1.7%, which averaged out to 2.9% a year over the five years ending 6-1-2020. As it turned out, the CPI for the same period was also 2.9%. The study currently in use maintained a consistent 2.5% each year, totaling 12.5% for the period reviewed.

Based on the growth of customers as well as future Consumer Price Index, we felt the rates were adequate and just. It is imperative that the City continue to ensure that rates are available to support the operation, maintenance and necessary replacement of the infrastructure; as well as provide assurances to outside agencies, lending institutions and bond rating companies that the City is compliant in providing for operational needs. The current increase in rates should still fulfill that commitment for the coming year.

The previous study provided for the expectation that the City would borrow to fund the expansion project which will begin next year. We also have some reserves set aside to cover inflationary cost which have occurred. Since the in-house study, the City has encountered a number of issues that have prompted the need for a new rate study. Those include:

- The cost of the expansion has increased substantially to approximately \$12,000,000.
- Inflation last year was 7.036% and continues to increase at a rate of 8.259% for April. These rates have not been this high since 1980-12.52%, 1979-13.29%, 1974-12.34% and 1946-18.13% (see all years highlighted in Exhibit B).
- Construction cost continues to rise along with most commodities.

Fortunately, the City was awarded enough money from the American Rescue Plan Act (ARPA) in the amount of \$10,669,685. With the purchase of a Fire Truck for \$1,358,316, the City will have \$9,311,369 to apply to the construction of the sewer plant expansion. This, combined with a solid fund reserve, will allow the City to keep the rate at 2.5% this year, which will assist in helping our customers deal with other inflationary concerns.

While it was anticipated that a 2.5% rate increases would suffice through 2025, it is apparent that a new study should be performed. Exhibit B has a history of the CPI and the highlighted area represents years where the rate exceeds 6.0%.

Based on the above, Commission authorized a new rate study be performed by an outside consultant. Raftelis, a local government & utility management consulting company with national exposure, has been awarded the contract. They have a system to deal with inflationary factors previously not projected. The previous 14 years average inflation was only 2.51%.

- The 12-31-21 inflation rate was 7.04%
- The 12-31-22 inflation rate was 6.45%
- The 03-31-23 inflation rate was 4.98%

As of March 2023, inflation has decreased from the end of 2022 another 3.14% which is a positive going forward. Raftelis will be taking into consideration many economic factors including the June 1, 2023 2.5% rate increase being proposed. The next rate increase experience to the citizens will be June 1, 2024.

The exhibit below illustrates the proposed rate increases based on a typical residential 5,000-gallon monthly bill for water, reclaimed water, and wastewater usage. The cost of irrigation using an additional 5,000-gallon has been included for both those having potable water as well as those able to utilize reclaimed water.

Regular water and sewer bills would increase \$1.21 monthly, irrigation meter for potable water would increase \$0.39 monthly, while the reclaimed meter cost increase would only be \$0.30 monthly.

**City of Eustis  
Residential Bill Comparison - 5,000 Gallon Monthly Usage  
Inside City Rates June 1, 2023**

<b>Description</b>	<b>Current Rate</b>	<b>New Rate 6/1/2023</b>
Water Availability	\$ 12.05	\$ 12.35
Consumption Cost	12.60	12.92
Utility Tax	2.47	2.53
<b>Total Water Charges</b>		
Sewer Availability	\$ 28.36	\$ 29.07
Consumption Cost	17.75	18.19
<b>Total Sewer Cost</b>	<b>\$ 46.11</b>	<b>\$ 47.26</b>
<b>Total</b>	<b>\$ 48.58</b>	<b>\$ 49.79</b>
<b>Cost of Irrigation based on 5,000 Usage</b>		
Irrigation Potable Water	15.65	16.04
Reclaimed Water	7.80	8.10

Customer located outside the City pay an additional 25% premium as provided by Florida Statute 180.191

**Alternatives:**

- Approve Resolution 23-49
- Deny Resolution 23-49 and provide direction to staff on how they would prefer to fund ongoing operations and debt service needs in the Water and Sewer System as well as the \$34.3 million in capital needs over the next five years.

**Discussion of Alternatives:**

Approval of Resolution 23-49:

**Advantages:** Approval of the resolution will adequately fund the operations and debt service requirements of the system and allow it to go forward with its five-year capital program at a modest increase of \$1.21 per month. This is less than a cup of premium coffee each month.

Additionally, Raftelis will be factoring in the above increase into the June 1, 2024 increase and 5 years beyond.

**Disadvantages:** The customer rates will be increased by 2.5% next year.

Denial of Resolution 23-49:

**Advantages:** The customer rates will not increase, which is not truly an advantage when the system cannot adequately supply the needs of the citizens.

**Disadvantages:** The system will no longer be able to afford its basic operating needs and will not be able to support its debt service payments. Capital repairs and improvements will have to cease or the system will become financially unattainable. Failure to fund the operations and the repairs and maintenance items could lead to major fines from State and Federal Government, environmental impairment, and real potential concerns for public health. The system may also become limited in its ability to serve water and conduct sewer collection for the residents and businesses of the City of Eustis.

**Community Input:**

The meeting has been advertised according to requirements. Starting on June 1<sup>st</sup>, notices will be included in customer bills which will provide the rates for the upcoming year, thereafter, each year in June the rate increase will be included in the utility bills for users.

**Budget/Staff Impact:**

These rate increases have been determined by the recent rate study to meet the projected immediate operational needs as well as provide revenue projections to meet debt service requirements.

**Prepared By:**

Mike Sheppard, Finance Director

**Attachments:**

Resolution 23-49

Exhibit A Utility Rate Comparison Current Rate and Proposed new Rate

Exhibit B Bureau of Labor Statistics – Consumer Price Index through March 2023

**RESOLUTION NUMBER 23-49**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, AUTHORIZING ADJUSTMENT TO CITY OF EUSTIS RATES FOR WATER, WASTEWATER AND RECLAIMED WATER, TO PROVIDE FOR THE ANNUAL ADJUSTMENT PER ORDINANCE NO. 16-10, TO BE EFFECTIVE JUNE 1, 2023.**

**WHEREAS**, Florida Statutes Chapter 180 provides municipalities with the authority to establish and operate water utility systems; and

**WHEREAS**, increasing operating costs, regulatory mandates from state agencies, and aging infrastructure have placed a financial burden on the City to upgrade its facilities requiring planning for future rate increases to ensure fiscal solvency of the system, compliance with State mandates, and continued service to residents; and

**WHEREAS**, the City Commission has the discretion to increase, decrease, or leave rates and charges the same in accordance with law; and

**WHEREAS**, an annual 2.5% rate increase for water, wastewater, and reclaimed water was established each year through June 1, 2023; and

**WHEREAS**, the 2.5% increase will be included on the first bills sent out on July 1, 2023 and

**WHEREAS**, the City Commission finds it in the best interest of the City to establish rate increases and rate setting procedures to ensure its utility systems are adequately funded.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Eustis, Florida, that a 2.5% rate increase for water, wastewater and reclaimed water is hereby approved to be effective June 1, 2023.

**DONE AND RESOLVED**, this 18<sup>th</sup> day of May, 2023, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

**CITY COMMISSION OF THE  
CITY OF EUSTIS, FLORIDA**

\_\_\_\_\_  
Michael L. Holland  
Mayor/Commissioner

**ATTEST:**

\_\_\_\_\_  
Christine Halloran, City Clerk

**CITY OF EUSTIS CERTIFICATION**

**STATE OF FLORIDA  
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me this 18<sup>th</sup> day of May, 2023, by Michael L. Holland, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

\_\_\_\_\_  
Notary Public - State of Florida  
My Commission Expires:  
Notary Serial Number:

**CITY ATTORNEY'S OFFICE**

This document is approved as to form and legal content for the use and reliance of the City Commission of the City of Eustis, Florida.

\_\_\_\_\_  
City Attorney's Office

\_\_\_\_\_  
Date

**CERTIFICATE OF POSTING**

The foregoing Resolution Number 23-49 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

\_\_\_\_\_  
Christine Halloran, City Clerk



**Exhibit A**  
**Utility Rate Comparison**



**CITY OF EUSTIS**  
**Water Rate Increase 2.5%**

	<u>Current</u>	<u>New Rate</u> <u>6/1/2022</u>		<u>Current</u>	<u>New Rate</u> <u>6/1/2022</u>
<b>Residential:</b>					
<b><u>In-City</u></b>					
Availability Charge (Incl. 0 usage) <i>Per 1,000 gallons</i>	\$ 11.76	\$ 12.05		\$ 23.53	\$ 24.12
0 to 8,000 gallons	\$ 2.46	\$ 2.52		\$ 2.46	\$ 2.52
8,001 to 20,000 gallons	\$ 3.06	\$ 3.14		\$ 3.05	\$ 3.13
20,001 to 30,000 gallons	\$ 4.32	\$ 4.42			
Over 30,000 gallons	\$ 9.81	\$ 10.05			
<b><u>Outside City</u></b>					
Availability Charge (Incl. 0 usage) <i>Per 1,000 gallons</i>	\$ 14.71	\$ 15.07		\$ 29.42	\$ 30.16
0 to 8,000 gallons	\$ 3.07	\$ 3.15			
8,001 to 20,000 gallons	\$ 3.83	\$ 3.92		\$ 3.08	\$ 3.16
20,001 to 30,000	\$ 5.39	\$ 5.52		\$ 3.83	\$ 3.93
Over 30,000 gallons	\$ 12.26	\$ 12.56			
<b><u>Irrigation: Residential</u></b>					
<b><u>In-City</u></b>					
<b><u>Availability Charge (Incl. 0 usage)</u></b> <i>Per 1,000 gallons</i>					
First 12,000 gallons	\$ 3.05	\$ 3.13			
12,001 to 20,000 gallons	\$ 4.32	\$ 4.42			
Over 20,000 gallons	\$ 9.80	\$ 10.04			
<b><u>Outside City</u></b>					
<b><u>Availability Charge (Incl. 0 usage)</u></b> <i>Per 1,000 gallons</i>					
First 12,000 gallons	\$ 3.83	\$ 3.92			
12,001 to 20,000 gallons	\$ 5.39	\$ 5.52			
Over 20,000 gallons	\$ 12.26	\$ 12.56			
<b><u>R.V. Parks:</u></b>					
<b><u>In-City</u></b>					
Availability Charge (Incl. 0 usage)	\$ 3.92	\$ 4.02			
Rate per 1,000 gallons (All Usage)	\$ 2.46	\$ 2.52			
<b><u>Outside City</u></b>					
Availability Charge (Incl. 0 usage)	\$ 4.90	\$ 5.02			
Rate per 1,000 gallons (All Usage)	\$ 3.07	\$ 3.15			
<b>Commercial:</b>					
<b><u>In-City</u></b>					
Availability Charge (Incl. 0 usage) <i>Per 1,000 gallons</i>				\$ 23.53	\$ 24.12
0 to 30,000 gallons				\$ 2.46	\$ 2.52
Over 30,000 gallons				\$ 3.05	\$ 3.13
<b><u>Outside City</u></b>					
Availability Charge (Incl. 0 usage) <i>Per 1,000 gallons</i>				\$ 29.42	\$ 30.16
0 to 30,000 gallons				\$ 3.08	\$ 3.16
Over 30,000 gallons				\$ 3.83	\$ 3.93
<b><u>Irrigation: Commercial</u></b>					
<b><u>In-City</u></b>					
<b><u>Availability Charge (Incl. 0 usage)</u></b> <i>Per 1,000 gallons</i>					
0- 50,000 gallons					
0-100,000 gallons				\$ 3.06	\$ 3.14
Over 100,000 gallons				\$ 5.52	\$ 5.66
<b><u>Outside City</u></b>					
<b><u>Availability Charge (Incl. 0 usage)</u></b> <i>Per 1,000 gallons</i>					
0- 50,000 gallons					
0-100,000 gallons				\$ 3.83	\$ 3.92
Over 100,000 gallons				\$ 6.91	\$ 7.08
<b><u>Industrial:</u></b>					
<b><u>In-City</u></b>					
Availability Charge (Incl. 0 usage) <i>Per 1,000 gallons</i>				\$ 51.77	\$ 53.07
0 to 350,000 gallons				\$ 2.46	\$ 2.52
Over 350,000 gallons				\$ 3.05	\$ 3.13
<b><u>Outside City</u></b>					
Availability Charge (Incl. 0 usage) <i>Per 1,000 gallons</i>				\$ 64.72	\$ 66.34
0 to 350,000 gallons				\$ 3.08	\$ 3.16
Over 350,000 gallons				\$ 3.83	\$ 3.92



**Exhibit A  
Utility Rate Comparison**

Item 6.1

**CITY OF EUSTIS  
Water Rate Increase 2.5%**

**Wastewater Rates - 2.5%**

	<b>Current</b>	<b>New Rate 6/1/2022</b>
<b><u>Residential:</u></b>		
<b><u>In-City</u></b>		
Availability Charge (Incl. 0 usage)	\$ 27.67	\$ 28.36
Rate per 1,000 gallons, Max- 10,000 gallons	\$ 3.46	\$ 3.55
<b><u>Outside City</u></b>		
Availability Charge (Incl. 0 usage)	\$ 34.59	\$ 35.46
Rate per 1,000 gallons, Max- 10,000 gallons	\$ 4.33	\$ 4.43
<b><u>R.V. Parks:</u></b>		
<b><u>In-City</u></b>		
Availability Charge Per Occupied Space (Incl. 0 usage)	\$ 9.22	\$ 9.45
Rate per 1,000 gallons, Max- 10,000 gallons (per Occupied Space)	\$ 3.46	\$ 3.55
<b><u>Outside City</u></b>		
Availability Charge Per Occupied Space (Incl. 0 usage)	\$ 11.52	\$ 11.81
Rate per 1,000 gallons, Max- 10,000 gallons	\$ 4.33	\$ 4.43
<b><u>Commercial:</u></b>		
<b><u>In-City</u></b>		
Availability Charge (Incl. 0 usage)	\$ 38.74	\$ 39.71
Per 1,000 gallons based on water consumption		
All Usage	\$ 4.16	\$ 4.27
<b><u>Outside City</u></b>		
Availability Charge (Incl. 0 usage)	\$ 48.42	\$ 49.63
Per 1,000 gallons based on water consumption		
All Usage	\$ 5.19	\$ 5.32
<b><u>Industrial:</u></b>		
<b><u>In-City</u></b>		
Availability Charge (Incl. 0 usage)	\$ 66.40	\$ 68.06
Per 1,000 gallons based on water consumption		
All Usage	\$ 4.16	\$ 4.27
<b><u>Outside City</u></b>		
Availability Charge (Incl. 0 usage)	\$ 83.01	\$ 85.08
Per 1,000 gallons based on water consumption		
All Usage	\$ 5.19	\$ 5.32

**Reclaimed Water Rate Increase 2.5%**

	<b>Current</b>	<b>New Rate 6/1/2022</b>
<b><u>Residential:</u></b>		
<b><u>In-City</u></b>		
Availability Charge (Incl. 0 usage)		
Rate per 1,000 gallons, Max- 10,000 gallons		
0 - 12,000 Gallons	\$ 1.54	\$ 1.58
12,001 to 20,000 Gallons	\$ 2.16	\$ 2.21
Over 20,000 gallons	\$ 3.03	\$ 3.11
<b><u>Outside City</u></b>		
Availability Charge (Incl. 0 usage)		
Rate per 1,000 gallons, Max- 10,000 gallons		
0 - 12,000 gallons	\$ 1.93	\$ 1.98
12,001 to 20,000 gallons	\$ 2.71	\$ 2.77
Over 20,000 gallons	\$ 3.79	\$ 3.89
<b>RECLAIMED WATER RATES NON-RESIDENTIAL</b>		
<b><u>Non-Residential Inside City (Commercial)</u></b>		
<b><u>In-City</u></b>		
Availability Charge (Incl. 0 usage)		
Per 1,000 gallons		
All Usage	\$ 0.77	\$ 0.79
<b><u>Non-Residential Outside City (Commercial)</u></b>		
Availability Charge (Incl. 0 usage)		
Per 1,000 gallons		
All Usage	\$ 0.95	\$ 0.98
<b><u>Larger User - Reclaimed Water</u></b>		
<b><u>(More Than 100,000 Gallons per day per Agreement)</u></b>		
Availability Charge (Incl. 0 usage)		
All Usage	\$ 0.38	\$ 0.39





# City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: May 18, 2023

RE: Department Updates: Parks and Recreation AND City Clerk

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**Introduction:**

Departments provide updates.

**Prepared By:**

Christine Halloran, City Clerk

**Reviewed By:**

Tom Carrino, City Manager