



**CITY COUNCIL REGULAR MEETING**  
**CITY OF NEW PORT RICHEY**  
**NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS**  
**5919 MAIN STREET, NEW PORT RICHEY, FLORIDA**  
**September 3, 2024**  
**6:00 PM**

**\*Please note the meeting times for regular city council meetings has been changed to 6:00 p.m. effective for all meetings after April 1, 2024.\***

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**AGENDA**

ANY PERSON DESIRING TO APPEAL ANY DECISION MADE BY THE CITY COUNCIL, WITH RESPECT TO ANY MATTER CONSIDERED AT ANY MEETING OR HEARING, WILL NEED A RECORD OF THE PROCEEDINGS AND MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE LAW DOES NOT REQUIRE THE CITY CLERK TO TRANSCRIBE VERBATIM MINUTES; THEREFORE, THE APPLICANT MUST MAKE THE NECESSARY ARRANGEMENTS WITH A PRIVATE REPORTER (OR PRIVATE REPORTING FIRM) AND BEAR THE RESULTING EXPENSE. (F.S.286.0105)

**ORDER OF BUSINESS**

1. Call to Order – Roll Call
2. Pledge of Allegiance
3. Moment of Silence
4. Approval of July 30 and 31, 2024 Budget Work Session Minutes Page 3
5. Approval of August 1, 2024 Special Meeting Minutes Page 9
6. Approval of August 6, 2024 Regular Meeting Minutes Page 12
7. Approval of August 21, 2024 Budget Work Session Minutes Page 27
8. Proclamation - Bob Langford Page 30
9. Proclamation - Library Card Sign Up Month and Special Recognition of Library Card Design Contest Winners Shaun Feagles and Faith Rogo Page 31
10. Vox Pop for Items Not Listed on the Agenda or Listed on Consent Agenda
  - a. Speakers must identify themselves prior to speaking by stating their name and full address for the record. Speakers shall address the City Council as a whole and refrain

from addressing individual members of the City Council or the City staff. Speakers shall afford the utmost courtesy to the City Council, to City employees, and to the public, and shall refrain at all times, from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.

11. Consent Agenda

- a. Purchases/Payments for City Council Approval Page 32

12. Public Reading of Ordinances

- a. Second Reading, Ordinance No. 2024-2292: Amendments to TDR Ordinance Page 34
- b. Second Reading, Ordinance No. 2024-2294: Rezoning for the Cottages at Oyster Bayou Page 42

13. Business Items

- a. Board Appointment: Carol Kinnard, Historic Preservation Board Page 61
- b. Board Appointments: Flood Risk and Preparedness Public Information Committee Page 69
- c. Request for Funding for Hispanic Heritage Month Cultural Event Page 94
- d. Recreation and Aquatics Center Shade Sail Replacement Project Page 97
- e. Resolution No. 2024-16: Adoption of Pasco County 2024 Local Mitigation Strategy Page 103
- f. Resolution No. 2024-10: Accepting the Local Mitigation Strategy & Floodplain Management Plan Report and Floodplain Species and Natural Functions Report Page 231
- g. Resolution No. 2024-17: Adopting the City of New Port Richey Disaster Preparedness Guide Page 256
- h. RFP24-020 Railroad Square Project Construction Management Services Award Page 403
- i. All-Way Stop Sign Intersection – Madison St. & Massachusetts Ave. Page 413
- j. West Main Street Sidewalk and Drainage Project Close Out Page 419
- k. Approval of Updated Computer Aided Dispatch (CAD) User Access Agreement w/Central Square Technologies LLC and Pasco County Board of Commissioners (BOCC) Page 425
- l. Discussion Regarding Fire Inspection Fees Page 434
- m. Resolution No. 2024-18: Annual Approval of the Comprehensive Fee Schedule Page 453
- n. Re-Appointment of Timothy P. Driscoll, Esq. as City Attorney Page 472

14. Communications

15. Adjournment

Agendas may be viewed on the City's website: [www.citynpr.org](http://www.citynpr.org). This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990 and Section 286.26, Florida Statutes, all persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk, 727-853-1021, not later than four days prior to said proceeding.



# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

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**TO:** City of New Port Richey City Council  
**FROM:** Judy Meyers, CMC, City Clerk  
**DATE:** 9/3/2024  
**RE:** Approval of July 30 and 31, 2024 Budget Work Session Minutes

**REQUEST:**

The request is for City Council to approve the minutes from the July 30 and 31, 2024 budget work sessions.

**DISCUSSION:**

City Council conducted work sessions on July 30 and 31, 2024 to review the proposed department budgets for FY24/25. The minutes from those meetings are attached for Council's review and approval.

**RECOMMENDATION:**

Staff recommends that City Council approve the minutes from the July 30 and 31, 2024 budget work sessions as submitted.

**BUDGET/FISCAL IMPACT:**

No funding is required for this item.

**ATTACHMENTS:**

Description	Type
☐ July 30, 2024 Budget Work Session Minutes	Backup Material
☐ July 31, 2024 Budget Work Session Minutes	Backup Material



**MINUTES OF THE CITY COUNCIL WORK SESSION**  
**CITY OF NEW PORT RICHEY**

NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS  
5919 MAIN STREET, NEW PORT RICHEY, FLORIDA

July 30, 2024  
6:00 PM

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**ORDER OF  
BUSINESS**

1 Call to Order - Roll Call

The meeting was called to order by Mayor Chopper Davis at 6:00 p.m. Those in attendance were Deputy Mayor Kelly Mothershead, Councilwoman Matt Murphy, and Councilman Bertell Butler, IV. Councilman Peter Altman arrived at 6:14 p.m.

Also in attendance were City Manager Debbie L. Manns, City Clerk Judy Meyers, Finance Director Crystal Dunn, Fire Chief Chris Fitch, Public Works Director Robert Rivera, Police Chief Bob Kochen, Library Director Andi Figart, Technology Solutions Director Mike Miller, Assistant City Manager Gregory Oravec and Human Resources Director Arnel Wetzel.

**DISCUSSION ITEMS**

2 Review of Proposed Departmental Budgets for FY24-25 - Page 2

City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to review the proposed budgets for Public Works, Library, Human Resources, Economic Development and Finance for the upcoming fiscal year.

City Manager Manns then introduced Public Works Director Robert Rivera and Assistant Public Works Director Colin Eichenmuller who then presented the proposed budget for Public Works. There were no personnel changes. Due to the multiple divisions, the overall operating changes are as follows:

- Supervision - Travel & training decreased, telephone local decreased, data lines decreased, automobile lease increased, maintenance to building and grounds increased, software licenses and support increased, operating supplies increased, dues and memberships increased.
- Street & ROW Maintenance - Engineering services increased, professional services increased, trash grinding service increased, contractual services increased, telephone local increased, solid waste removal decreased, lease automobile increased, software licenses and support increased, trees increased, operating supplies decreased, road

materials decreased. Capital items included a new Pay Loader and Asphalt Hotbox Trailer.

- Stormwater Utility - Engineering services decreased, professional services decreased, trash grinding service increased, local telephone increased, automobile lease was a housekeeping issue, computer supplies decreased, operating supplies decreased, road materials increased. Capital items included Flood Control Water Quality Projects, Vacuum Line Cleaning Truck, John Deere 4x6 Gator and Sandbagger Machine.
- Water Production - Professional services misc increased, lab tests increased, data lines increased, postage increased, electric increased, lease automobile increased, chemicals increased. Capital items included Elevated Storage Tank, City Well Repairs, Ground Storage Reservoirs, Capital Equipment Repairs, Aerator Leak Repair, Bleach Skid Concrete Repairs, Fluoride Containment Rehab, Pump Room SCADA, Chlorine Bulk Storage Tank #1 and Commercial Lawn Tractor.
- Facilities Maintenance - Custodial services increased, contractual services for fire monitoring increased, telephone local increased, solid waste removal increased, computer supplies increased.
- Water and Reclaimed Water Distribution - Telephone local increased, computer supplies decreased, operating supplies increased. Capital items included Capital Maintenance & Repairs, John Deere Payloader, CAT Backhoe, Double Diaphragm Pump, WANCO Mobile Display Sign Board, Leak Detection Equipment.
- Construction Services - data lines decreased, computer supplies increased.
- Grounds Maintenance - telephone local increased, lease automobiles increased, permit fees were a housekeeping issue, software licensing/support was also a housekeeping issue.
- Reclaimed Water Production - Lab tests increased, contractual services increased, central garage increased, fuel increased, chemicals increased. Capital items included Capital Equipment Repairs, Sand Filter Rehab, High Service #4, 5 custom offset plates, Composite Sampler, High Service VFD, Hach SC200 Analyzer/Controller, Tr-50 Chemical Pump, Laboratory Analytical Balance, Sodium Hypochlorite Chemical Pump.
- Water Pollution Control - Engineering services decreased, electric city facilities increased, sludge removal increased, chemicals increased. Capital items included Capital Equipment Repairs, Clarifier Cat Walk Steel, Replace Aerator Gear Box, Clarifier Main Gear Box, Clarifier Rake and Plow Rehab, M-4 Chemical Pump Sodium Hydroxide, Aeration VFD (4), and replace inside seals and coat inside.
- Sewer Collection - Professional services decreased, contractual services decreased, telephone local increased, solid waste removal increased, maintenance buildings and ground increased, operating supplies decreased. Capital items included Capital Maintenance and Repairs.
- Parking Garage Maintenance - Contractual fire monitoring increased, electric increased, water and sewer decreased, small tools were removed from the budget.
- Central Garage - Lease automobile increased, software licensing/support increased, computer supplies increased. Capital items included Vehicle Recharge Air Machine.

City Manager Manns then introduced Library Director Andi Figart who then presented the proposed Library budget. Ms. Figart began her presentation by highlighting the increases in personnel services. Under operating, internet reference service increased, contractual services increased, travel and training increased, telephone local was a housekeeping issue, postage increased, repair and maintenance equipment increased, printing and binding increased, fuel increased, software licensing/support increased, bus passes increased, computer supplies increased, automotive parts is a new line item, misc SNAP program costs increased. Capital items included automobile for a book mobile, books and other reading materials.

City Manager Manns then introduced Human Resources Director Arnel Wetzel who then presented the proposed Human Resources budget. Mr. Wetzel began his presentation by highlighting the proposed new position of human resource business partner. Under operating, labor attorney services was increased, professional services increased, employee support programs was increased, liability insurance, building and contents insurance, pollution insurance

and auto insurance is estimate to increase at approximately 10%. Health insurance broker is continuing to seek better rate proposals.

City Manager Manns then introduced Assistant City Manager Gregory Oravec who then presented the proposed Economic Development Department budget. Mr. Oravec began his presentation by stating the the marketing specialist and ads/marketing were moved from the CRA to the Economic Development budget. He stated half of the director salary would be moved to the CRA. There were no other significant changes in the budget.

City Manager Manns then introduced Finance Director Crystal Dunn who then presented the proposed budget for Finance and Billing & Collections. Under Accounting and Budgeting, a new financial procurement analyst is being proposed. Travel and training decreased, telephone local decreased, office supplies increased, software licensing/support increased. Capital items included procurement software. Under Billing & Collection, office supplies increased, fuel increased, software licenses/support increased. Capital items included Single Sign On Utility Software.

3 Adjournment

There being no further business to consider, upon proper motion, the meeting adjourned at 9:11 p.m.

Approved: \_\_\_\_\_ (date)

\_\_\_\_\_ (signed)

Initialed: \_\_\_\_\_

Judy Meyers, CMC, City Clerk



**MINUTES OF THE CITY COUNCIL WORK SESSION**  
**CITY OF NEW PORT RICHEY**

NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS  
5919 MAIN STREET, NEW PORT RICHEY, FLORIDA

July 31, 2024  
6:00 PM

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**ORDER OF  
BUSINESS**

1 Call to Order - Roll Call

The meeting was called to order by Mayor Chopper Davis at 6:00 p.m. Those in attendance were Councilwoman Matt Murphy and Councilman Bertell Butler, IV. Councilman Peter Altman arrived at 6:03 p.m. Deputy Mayor Mothershead was excused.

Also in attendance were City Manager Debbie L. Manns, City Clerk Judy Meyers, Finance Director Crystal Dunn, Fire Chief Chris Fitch, Public Works Director Robert Rivera, Police Chief Bob Kochen, Library Director Andi Figart, Technology Solutions Director Mike Miller, Assistant City Manager Gregory Oravec and Human Resources Director Arnel Wetzel.

**DISCUSSION ITEMS**

2 Review of Proposed Departmental Budgets for FY24-25 - Page 2

City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to review the proposed budgets for Technology Solutions, Development Department, Fire Department, Recreation & Aquatics and Police Department for the upcoming fiscal year.

City Manager Manns introduced Technology Solutions Manager Mike Miller who presented the proposed budget. He stated the GIS position was moved from Development to Technology Solutions. Under operating, professional services increased, contractual services increased, telephone local decreased, data lines decreased, rep & maintenance equipment decreased, lease automobile and fuel increased, software licenses/support increased. Capital items included carpet replacement, relocation of AV equipment, communication equipment upgrades, Z-Scaler ZIA & ZPA software, tenable software and camera upgrades.

City Manager Manns then presented the proposed budget for the Development Department. A new Community Development Specialist is being proposed. Under operating, city engineer increased, professional services planning increased, professional services misc decreased, travel and training decreased, central garage increased, housing incentives are CDBG expenditures.

City Manager Manns then introduced Fire Chief Chris Fitch who then presented the proposed budget. Under Fire Supervision, travel and training increased, telephone local increased, data lines decreased, postage increased, maintenance building increased, office supplies increased, fuel decreased, software licenses/support increased, computer supplies decreased, dues and memberships increased. Under Firefighting, physicals increased, travel and training decreased, lease automobile increased, rep & maintenance decreased, office supplies decreased, small tools decreased, fuel decreased, clothing and apparel decreased, bunker gear increased, computer supplies decreased, training supplies increased, automotive parts increased, operating supplies decreased, books and publications increased. Capital items included an extrication combi-tool.

City Manager Manns then introduced Parks and Recreation Director Andre Julien who then presented the proposed budget. He stated they are proposing two new p/t positions. Under Recreation, ads/marketing is actually a decrease and not increase as shown, contractual services increased, telephone local decreased, data lines increased, lease automobile decreased, maintenance building and grounds increased, rep & maintenance equipment increased, special events increased, recreation trips increased, city sponsored program expenses increased, software licenses/support increased, computer supplies decreased, recreation supplies increased. Capital items included gym floor logo & refresh, outdoor basketball court resurfacing, security cameras, sound system replacement, access control system upgrades. Asst. Parks and Recreation Director Kevin Trapp presented the Aquatics proposed budget. Travel and training increased, electric increased, gas (propane) increased, maintenance increased, chemicals increased, clothing & apparel increased, computer supplies decreased, recreation supplies decreased. Capital items included activity pool filter media upgrade, dive pool filter media upgrade.

City Manager Manns then introduced Police Chief Robert Kochen who then presented the proposed budget. Due to the multiple divisions, the overall operating changes are as follows:

- Supervision - Professional services increased, telephone local increased, lease automobile increased, fuel increased, software licenses/support increased. Capital items included police station upgrades, RMS Integration Project and CAD Integration Project.
- Support Services - Software licenses/support increased. Capital items included FileOnQ Data Conversion to Axon.
- CID/Community Services - Lease automobile increased.
- Patrol - Fuel increased, automotive parts increased, lease automobile increased. Capital items included Intoxilizer, 50 tasers, in car cameras and body cameras.
- Code Enforcement - Animal Control services increased, NICE Program increased.
- Special Traffic Enforcement - There were no significant changes.

3 Adjournment

There being no further business to consider, upon proper motion, the meeting adjourned at 7:54 p.m.

Approved: \_\_\_\_\_ (date)

\_\_\_\_\_ (signed)

Initialed: \_\_\_\_\_

Judy Meyers, CMC, City Clerk





# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

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**TO:** City of New Port Richey City Council  
**FROM:** Judy Meyers, CMC, City Clerk  
**DATE:** 9/3/2024  
**RE:** Approval of August 1, 2024 Special Meeting Minutes

**REQUEST:**

The request is for City Council to approve the minutes from the August 1, 2024 special meeting.

**DISCUSSION:**

City Council conducted a special meeting on August 1, 2024. The minutes from that meeting are attached for Council's review and approval.

**RECOMMENDATION:**

Staff recommends that City Council approve the minutes from the August 1, 2024 special meeting as submitted.

**BUDGET/FISCAL IMPACT:**

No funding is required for this item.

**ATTACHMENTS:**

Description	Type
☐ August 1, 2024 Special Meeting Minutes	Backup Material



**MINUTES OF THE CITY COUNCIL SPECIAL MEETING**  
**CITY OF NEW PORT RICHEY**

**NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS**  
**5919 MAIN STREET, NEW PORT RICHEY, FLORIDA**

**August 1, 2024**  
**6:00 PM**

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**ORDER OF**  
**BUSINESS**

1 Call to Order – Roll Call

The meeting was called to order by Mayor Chopper Davis at 6:00 p.m. Those in attendance were Deputy Mayor Kelly Mothershead, Councilwoman Matt Murphy, and Councilman Bertell Butler, IV. Councilman Peter Altman was excused.

Also in attendance were City Manager Debbie L. Manns, City Attorney Timothy Driscoll, City Clerk Judy Meyers, Finance Director Crystal Dunn, Fire Chief Chris Fitch, Public Works Director Robert Rivera, Police Chief Bob Kochen, Library Director Andi Figart, Technology Solutions Director Mike Miller, Assistant City Manager Gregory Oravec and Human Resources Director Arnel Wetzel.

2 Pledge of Allegiance

3 Moment of Silence

4 Business Items

a. Board Re-Appointments: Kelly Smallwood, Frank Starkey and Bob Langford, Historic Preservation Board - Page 3

City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to approve the re-appointments of Kelly Smallwood, Frank Starkey and Bob Langford to the Historic Preservation Board. If approved, their terms would be for three years and would be up for renewal on August 1, 2027. Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Motion was made to appoint Frank Starkey and Bob Langford as members and Kelly Smallwood as an alternate member.

Motion made by Bertell Butler and seconded by Kelly Mothershead. The Motion Passed. 4-0. Ayes: Butler, Davis, Mothershead, Murphy Absent: Altman

b. Resolution No. 2024-13: Establish Tentative Millage for TRIM - Page 35

City Attorney Driscoll read the proposed resolution by title only. City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to approve a resolution which would establish a tentative millage rate and the date, time, and place of the first public hearing on the

levy of the proposed FY2024-2025 Operating Budget for purposes of public notification under the Florida TRIM Statutes. She stated that of the State revenues that have been reported so far have come in less than last year's numbers. She stated that staff will continue to work to lower the millage rate if it is within the possibility to do so. City Manager Manns stated the first public hearing on the budget will be on September 10, 2024 at 6:00 p.m. Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Motion was made to approve the item as presented.

Motion made by Matt Murphy and seconded by Kelly Mothershead. The Motion Passed. 4-0. Ayes: Butler, Davis, Mothershead, Murphy Absent: Altman

c. Resolution No. 2024-09: Declaring a Local State of Emergency RE: Invest 97L - Page 37

City Attorney Driscoll read the proposed resolution by title only. City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to approve a resolution to declare a local state of emergency in anticipation of the impacts associated with current Invest 97L. On August 1, 2024, the National Weather Service (NWS) issued an advisory for Invest 97L which is currently a low pressure system located in the Caribbean. The NWS computer models are in better agreement that the system will move into the eastern Gulf of Mexico this weekend where it may possibly develop. Although it is too early to know the certain path of the potential storm, it is out of an abundance of caution that the City issue a local state of emergency in preparation of any impacts to our area as a result of the strengthening system. The local state of emergency will go into effect as of 12:01 a.m. on August 2, 2024 and will remain in effect for seven days. It may be extended for an additional seven days if appropriate. Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Motion was made to approve the item as presented and have the City Clerk insert the Governor's Order number and date into the resolution.

Motion made by Bertell Butler and seconded by Kelly Mothershead. The Motion Passed. 4-0. Ayes: Butler, Davis, Mothershead, Murphy Absent: Altman

5 Communications

Communications were deferred until the end of the CRA meeting.

6 Adjournment

There being no further business to consider, upon proper motion, the meeting adjourned at 6:20 p.m.

(signed) \_\_\_\_\_  
Judy Meyers, CMC, City Clerk

Approved: \_\_\_\_\_ (date)

Initialed: \_\_\_\_\_



# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

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**TO:** City of New Port Richey City Council  
**FROM:** Judy Meyers, CMC, City Clerk  
**DATE:** 9/3/2024  
**RE:** Approval of August 6, 2024 Regular Meeting Minutes

**REQUEST:**

The request is for City Council to approve the minutes from the August 6, 2024 regular meeting.

**DISCUSSION:**

City Council met for their regularly scheduled meeting on August 6, 2024. The minutes from that meeting are attached for Council's review and approval.

**RECOMMENDATION:**

Staff recommends that City Council approve the minutes from the August 6, 2024 regular meeting as submitted.

**BUDGET/FISCAL IMPACT:**

No funding is required for this item.

**ATTACHMENTS:**

Description	Type
☐ August 6, 2024 Regular Meeting Minutes	Backup Material



**MINUTES OF THE CITY COUNCIL REGULAR MEETING**  
**CITY OF NEW PORT RICHEY**

NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS  
5919 MAIN STREET, NEW PORT RICHEY, FLORIDA

August 6, 2024  
6:00 PM

\*Please note the meeting times for regular city council meetings has been changed to 6:00 p.m. effective for all meetings after April 1, 2024.\*

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**ORDER OF BUSINESS**

1. Call to Order – Roll Call

The meeting was called to order by Mayor Chopper Davis at 6:00 p.m. Those in attendance were Deputy Mayor Kelly Mothershead, Councilwoman Matt Murphy, Councilman Peter Altman and Councilman Bertell Butler, IV.

Also in attendance were City Manager Debbie L. Manns, City Attorney Timothy Driscoll, City Clerk Judy Meyers, Finance Director Crystal Dunn, Fire Chief Chris Fitch, Public Works Director Robert Rivera, Police Chief Bob Kochen, Library Director Andi Figart, Technology Solutions Director Mike Miller, Assistant City Manager Gregory Oravec and Human Resources Director Arnel Wetzel.

2. Pledge of Allegiance

3. Moment of Silence

4. Approval of July 16, 2024 Work Session and Regular Meeting Minutes

Motion was made to approve the minutes as presented.

Motion made by Kelly Mothershead and seconded by Bertell Butler. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Mothershead, Murphy

5. Vox Pop for Items Not Listed on the Agenda or Listed on Consent Agenda

City Attorney Driscoll read aloud the rules governing Vox Pop. Mayor Davis then opened the floor for public comment. The following people came forward to speak:

- Nancy Cote and Joan Nelson Hook, 4845 Rainbow Race, NPR presented the City with a check for \$50k on behalf of the Friends of the Library for the bookmobile.
- Beva Stevenson Karay, 5719 Lafayette St., NPR spoke regarding SOS GHS 1922 video played at the CRA meeting on August 1st and the Schwettman property.
- Rita King, 10926 Bounty St., NPR spoke regarding the Schwettman property.

With no one else coming forward for public comment, Mayor Davis closed Vox Pop.

- a Speakers must identify themselves prior to speaking by stating their name and full address for the record. Speakers shall address the City Council as a whole and refrain from addressing individual members of the City Council or the City staff. Speakers shall afford the utmost courtesy to the City Council, to City employees, and to the public, and shall refrain at all times, from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.

6 Consent Agenda

Motion was made to accept the Consent Agenda.

Motion made by Matt Murphy and seconded by Kelly Mothershead. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Mothershead, Murphy

- a Purchases/Payments for City Council Approval

7 Public Reading of Ordinances

- a Second Reading, Ordinance No. 2024-2303: Amendments to Chapter 22, Code of Ordinances RE: Flood Damage Prevention

City Attorney Driscoll read the proposed ordinance by title only. City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to conduct a second and final reading of an ordinance which amends Chapter 22 of the Code of Ordinances regarding flood damage prevention. She stated that the City participates in the National Flood Insurance Program (NFIP) and participates in the NFIP's Community Rating System (CRS). The City is currently a class 7 and residents receive at 15% discount. The two main changes being requested are that all manufactured homes installed or replaced in special flood hazard areas must be elevated to or above at least the base flood elevation plus 1 foot, which necessitates modification of the existing requirements and changes to foundations for one-family and two-family dwellings in flood hazard areas. City Manager Manns then highlighted the other changes found in the ordinance block. Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Motion was made to approve the ordinance upon its second and final reading.

Motion made by Bertell Butler and seconded by Pete Altman. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Mothershead, Murphy

- b First Reading, Ordinance No. 2024-2292: Amendments to TDR Ordinance

City Attorney Driscoll read the proposed ordinance by title only. City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to conduct a first reading of an ordinance amending Chapter 20 of the Land Development Code related to the Transfer of Development Rights Program. She stated that the City's Transfer of Development Rights Program is for the coastal high hazard area and allows a developer to reduce density through a form of a restrictive agreement on the deed.

The purpose of the revisions being proposed to Chapter 20 of the Land Development Code relate to:

- To clarify the potential land uses of sending sites.
- To advance the requirement that the designation of property as either a sending or receiving site shall set forth in the PDD zoning approval and shall constitute a modification to an existing PDD approval .
- To eliminate the requirement that a future land use map amendment is required to accept land into the city entitlement bank.

Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Councilman Altman asked for the City Attorney to give more detail about the procedure and program. City Attorney Driscoll then gave an overview of the City's program and a TDR

program in general. He then gave an overview of the proposed amendments. He stated this is a cleanup to make the process more friendly. City Attorney Driscoll stated this is a voluntary program. Motion was made to approve the ordinance upon its first reading.

Motion made by Pete Altman and seconded by Matt Murphy. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Mothershead, Murphy

8 Business Items

a Transfer of Development Rights Density Credit Agreement w/Port Richey Leased Housing Associates III, LLLP

City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to authorize the City Manager to enter into a Transfer of Development Rights Density Credit Agreement with Port Richey Leased Housing Associates III, LLLP, in respect to the Anchor at Gulf Harbors project/Dominium Senior Apartment Project. She stated that the apartments will be built on 27.7 acres of property located at the northeast corner of Marine Parkway and Sea Forest Drive. The property has a Comprehensive Plan Land Use Designation which would allow a maximum of 667 multifamily units on the property. The owner of the property has indicated that they plan to restrict the allowable density on the property to 388 in perpetuity through a covenant. Therefore, they would like to place 279 multifamily units with an appraised value of \$24,146,900.00 which is \$86,548.00 per unit in accordance with an appraisal conducted by J.D. Wallace & Associates, Inc. and dated May 25, 2023, in the City's transfer of development rights (TDR) bank.

She stated due to a funding gap, the County provided \$3M and asked that the City waive \$2,011,674.78 of development fees. A summary of the request(s) are as follows:

- The calculation of value for the density credits will be based on the appraised value of the TDR's
- The owner of the property would convey to the city its 279 density credits
- Density credits in the amount of 23.2 would be applied to pay the city fees in full
- The remaining density credits (255.8) would be donated to the city in the form of a charitable contribution in the sum of \$22,135,225.22

City Manager Manns stated this is contingent upon the update of the Comp Plan before construction begins. City Attorney Driscoll stated that final terms are still being negotiated and would suggest authorizing the City Manager to execute documents.

Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Councilman Altman asked if this was non-revokable and if this fell to the CRA then the credits would stay with the CRA and City Attorney Driscoll stated that this all rests upon the amendment to the plan and public hearings and that in order for the developer to move forward they need assurance they will not have to pay the fees. Councilman Altman asked if a good faith provision could be added to the agreement. City Manager Manns stated this is an economic incentive in order to bring much needed housing to our community. Motion was made to approve the item and to authorize the City Manager to execute the modified documents after the negotiations have been finalized subject to the City Attorney's review as long as they are non-substantial changes.

Motion made by Pete Altman and seconded by Matt Murphy. The Motion Passed. 4-1. Ayes: Altman, Davis, Mothershead, Murphy Nays: Butler

b Development Fee Agreement w/Port Richey Leased Housing Associates III, LLLP

City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to authorize the City Manager to enter into a Development Fee Agreement with Port Richey Leased Housing Associates III, LLLP in relationship to the Anchor at Gulf Harbors project. She stated the Transfer of Development Rights Density Credit Agreement in respect to the project to establish a 388-unit multi-family housing project for low/mod income senior residents aged 62 and

over is contingent upon amendments being made to the City's Comprehensive Land Use Plan. To address the circumstance that the City's Comprehensive Plan is not amended and finalized in a manner to provide the density credits as contemplated in the density credit agreement a contingent plan is being proposed.

She stated that if the City is unable to finalize the Comprehensive Plan Amendments necessary to effectuate the density credits the plan involves employing one of two methods to address the permitting, development and impact fees in the sum of \$2,011,674.78 which shall be due. The first involves a waiver of the city fees in their entirety. The second method involves the Community Redevelopment Agency (CRA), and the owner of the property would submit a grant application to the CRA and if approved enter into a development agreement to compensate the City for the fees. If the CRA does not approve the grant agreement for the full amount the City or the owner of the property will need to agree to pay the remaining balance.

Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Motion was made to approve the item and to authorize the City Manager to execute the modified documents after the negotiations have been finalized subject to the City Attorney's review as long as they are non-substantial changes.

Motion made by Pete Altman and seconded by Kelly Mothershead. The Motion Passed. 4-1. Ayes: Altman, Davis, Mothershead, Murphy Nays: Butler

c Request for Donation of Artificial Turf by The Runaways Animal Rescue

Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Motion was made to approve the item as presented.

Motion made by Pete Altman and seconded by Kelly Mothershead. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Mothershead, Murphy

d Board Appointment: Margaret Carswell, Environmental Committee

City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to approve the appointment of Margaret Carswell as member of the Environmental Committee. If approved, Ms. Carswell's term will be for two years and will be up for renewal on August 6, 2026. With this appointment, that leaves one member and two alternate member positions open on this committee. Upon opening the floor to public comment, Margaret Carswell came forward to state that she is very happy to serve on this committee. With no one else coming forward Mayor Davis returned the floor to Council. Motion was made to approve the item as presented.

Motion made by Bertell Butler and seconded by Kelly Mothershead. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Mothershead, Murphy

e Board Appointments: Bonnie Martin, Beva Stevenson Karay and John Kane, Historic Preservation Board

City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to approve the appointments of Bonnie Martin, Beva Stevenson Karay as members and John Kane as an alternate member to the Historic Preservation Board. If approved, their terms would be for three years and would be up for renewal on August 6, 2027. Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Motion was made to approve the item as presented.

Motion made by Bertell Butler and seconded by Matt Murphy. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Mothershead, Murphy

f Request for Funding for Cultural Affairs Committee Re: Florida Humanities Cultural Speaker Series

City Manager Manns introduced Library Director Andi Figart who presented the item to Council. She



stated that the purpose of this agenda item was to approve the recommendation from the Cultural Affairs Committee to provide funding support in the amount of \$2,000.00 dollars for the purpose of a Cultural Speakers Series featuring engaging scholars and experts from the Florida Humanities Speakers' Bureau. The proposed list of speakers include:

- David Morton, Film Historian, UCF Professor, and author of A Motion Picture Paradise! A History of Florida's Film and Television Industry
- Chris Kahl, a Florida Folk Singer and Storyteller that presents a "Musical Journey through Florida"
- Eliot Kleinberg, Journalist and author of well-known books: Weird Florida, War in Paradise: World War II in Florida, and Hurricane.

In attempt to find funding, the Cultural Affairs Committee did apply for a Florida Humanities Grant but did not receive it. Additionally, In-kind support has been provided by the Library as well as the Hacienda Hotel. Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Motion was made to approve the item as presented.

Motion made by Bertell Butler and seconded by Matt Murphy. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Mothershead, Murphy

g Resolution No. 2024-12: Designation of Open Spaces

City Attorney Driscoll read the proposed resolution by title only. City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to adopt a resolution which would designate certain properties as open space for purposes of the Community Rating System of the National Flood Insurance Program and to adopt the Floodplain Species Assessment Plan and Natural Functions Report. She stated that the City owns properties and additionally certain private developments have designated areas that are used as open space. She stated the request is for 184.57 acres to be designated as open space. She stated this can be changed in the future. The Floodplain Species Assessment Plan and Natural Functions Report defines the City's ecological presence, affirms the goals and objectives of the Comprehensive Plan relating to consumption and the protection of natural resources and advances recommended action regarding specific habitat i.e. bald eagle, tricolored heron. Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Motion was made to approve the item as presented.

Motion made by Pete Altman and seconded by Kelly Mothershead. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Mothershead, Murphy

h Addendum to the Law Enforcement Mutual Aid Agreement w/City of Tarpon Springs

City Manager Manns introduced Police Chief Robert Kochen who then presented the item to Council. He stated that the purpose of this agenda item was to approve the addendum to the City's existing Law Enforcement Mutual Aid Agreement (MAA) with the City of Tarpon Springs. He stated that this is in response to State vs. Repple, which held that a law enforcement officer has no jurisdiction or authority to take "police action" or collect evidence outside of their jurisdiction, even when the crime occurred within their jurisdiction. Chief Kochen stated this addendum with strengthen language. He stated it will be up to the Supreme Court to decide should they decide at all to hear this case.

Upon opening the floor to public comment, the following people came forward to speak:

- David Wallis, 12131 Lacey Drive, NPR, asked if there is language for notification and Chief Kochen stated yes.
- Kimberly Cox, 7336 Ashmore Drive, NPR stated the Florida Supreme Court should be making this decision and not City Council.
- Marlowe Jones, 6141 Pine Hill Rd., PR, asked for clarification on the changing of the language.

With no one else coming forward Mayor Davis returned the floor to Council. Motion was made to approve the item as presented.

Motion made by Bertell Butler and seconded by Kelly Mothershead. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Mothershead, Murphy

i Amended and Restated Pasco County Law Enforcement Mutual Aid Agreement.

City Manager Manns introduced Police Chief Robert Kochen who then presented the item to Council. He stated that the purpose of this agenda item was to approve the amended and restated Pasco County Law Enforcement Mutual Aid Agreement (MAA), which expires on June 30, 2029. He stated that this is a new agreement and will strengthen language as well as to be provided prisoner transport by the PCSO.

Upon opening the floor to public comment, the following people came forward to speak:

- Marlowe Jones, 6141 Pine Hill Rd., PR asked about the process before mutual aid agreements. He asked for clarification that this is for Pasco. Deputy Mayor Mothershead stated yes.

With no one else coming forward Mayor Davis returned the floor to Council. City Attorney Driscoll stated this agreement is with the Sheriff and the other 5 Pasco County municipalities. Motion was made to approve the item as presented.

Motion made by Bertell Butler and seconded by Kelly Mothershead. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Mothershead, Murphy

j 2024 Sanitary Sewer Lining Project Close Out

City Manager Manns introduced Public Works Director Robert Rivera who then presented the item to Council. He stated that the purpose of this agenda item was to approve a final pay request in the amount not to exceed \$192,345.00 and a deductive change order in the amount of \$79,607.00 from Granite Inliner, LLC for the completion of the 2024 sanitary sewer gravity main and stormwater pipe rehabilitation. Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Motion was made to approve the item as presented.

Motion made by Kelly Mothershead and seconded by Pete Altman. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Mothershead, Murphy

k ITB24-021 Little Road Water System Interconnect Project Bid Award

City Manager Manns introduced Public Works Director Robert Rivera who then presented the item to Council. He stated that the purpose of this agenda item was to approve the low bid in the amount not to exceed \$995,868.50 and award the contract to QRC, Inc. for the construction of the Little Road Water System Interconnect project. The area is located at Little Road and Massachusetts Avenue. Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Motion was made to approve the item as presented.

Motion made by Pete Altman and seconded by Bertell Butler. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Mothershead, Murphy

l Interlocal Agreement with Pasco County for the Annexation of an Enclave and the Transfer of Public Roads Jurisdiction in the Town and Country Villas Area

City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to approve entering into an Interlocal Agreement with Pasco County for the Annexation of an Enclave and the Transfer of Public Roads Jurisdiction in the Town and Country Villas Area. She stated that this agreement was approved by Council in the past but the County requested changes by requesting a sentence regarding the zoning of mobile homes. She stated we have now developed an R4 District and once this is annexed we will designate it as R4 therefore the County's request will not

apply. The property will be annexed as of October 1, 2024 and the boundaries of the CRA will be revised. Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. City Manager Manns stated a Finding of Necessity will have to be completed for the CRA. Motion was made to approve the item as presented.

Motion made by Pete Altman and seconded by Matt Murphy. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Mothershead, Murphy

m Interlocal Agreement with Pasco County for the Neighborhood Improvements in the Town and Country Villas Area

City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to approve entering into an Interlocal Agreement with Pasco County for the Neighborhood Improvements in the Town and Country Villas Area. She stated the terms and conditions are as follows:

- The City shall expend \$1,538,990.50 within two years of the execution of this agreement for various improvements i.e.- sidewalk and streetlight installation, road repair, establishment of a neighborhood park and impact fee credits.
- The County and the City agree to work collaboratively to identify and secure grant funding opportunities to support the installation of sewer infrastructure.
- The County agrees to pay the City a sum of \$2,000,000 for the construction of sewer infrastructure within and serving the area.

Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Councilman Altman asked about funding sources and City Manager Manns stated there are various ones. He asked about a timeframe and City Manager Manns stated improvements should begin within two years but the City could always ask for an extension. Motion was made to approve the item as presented.

Motion made by Kelly Mothershead and seconded by Bertell Butler. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Mothershead, Murphy

n Re-Approval of Resolution No. 2024-13: Establish Tentative Millage for TRIM

City Attorney Driscoll read the proposed resolution by title only. City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to re-approve a resolution which would establish a tentative millage rate and the date, time, and place of the first public hearing on the levy of the proposed FY2024-2025 Operating Budget for purposes of public notification under the Florida TRIM Statutes. She stated the proposed millage is 8.400 but staff will continue to work on lowering it before final hearing. She stated that the first public hearing on the budget to September 12, 2024 at 6:00 p.m. Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Motion was made to approve the item as presented.

Motion made by Pete Altman and seconded by Matt Murphy. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Mothershead, Murphy

9 Communications

Councilman Murphy stated he has an MPO Board meeting on Thursday and will report back next meeting. He stated we were well prepared for the tropical storm. He asked if there were any reports of residential flooding and City Manager Manns stated no reports. Deputy Mayor Mothershead stated she has seen neighbors helping other neighbors cleaning up from the storm. Councilman Butler stated that he saw some people picking up parking passes and also went by the EOC. He then proceeded to introduce a motion regarding screened porches (see attached.) Councilman Altman stated a motion is not needed to place something on the agenda. He stated he agrees with it and would like to see if on the agenda. City Attorney Driscoll stated that if there is a consensus it can be directed to be placed on the agenda but it would have to go to LDRB for review first. Councilman Altman stated that people would use the porch more if it was screened. He stated there have been items asked to be placed on agendas

that did not happen. He spoke about the Schwettman property and the removal of residential. He stated he is all for a cultural center to be there which would be operated by the City. Mayor Davis spoke about the fire inspection letter and he stated this is another tax on our businesses. He would like to discuss this at the first meeting in September. City Manager Manns stated this was part of the fee schedule that was adopted by Council with their full knowledge. She stated there has been no pushback from businesses that she is aware of. City Manager Manns thanked Fire Chief Chris Fitch, Police Chief Robert Kochen, Public Works Director Robert Rivera, Parks & Recreation Director Andre Julien, City Clerk Judy Meyers, Asst. Fire Chief Adam Darling, Asst. Public Works Director Colin Eichenmuller, Code Enforcement Supervisor Erik Jay, Technology Solutions Manager Mike Miller and GIS Technician Chris Bowman for their hard work during the recent storm event. Public Works Director provided an overview of staff's activities which included sandbags, pumping down Orange Lake, removing debris from catch basins, pumped down reclaimed tanks, lift station inspections, secured city facilities and parks. He stated 57 residents were served at the sandbag location. He stated four intersections were closed due to flooding. Debris cleaning took place on Monday. Mr. Rivera stated the major debris removal will begin tomorrow. Yard debris pickup will be extended to ten hours a day for six days. He spoke about the water & sewer division's efforts. He also spoke about operations at the WTP and the WWTP. He stated they reached a flow of 17 million at the peak whereas on a normal day it is typically 5 million.

10 Adjournment

There being no further business to consider, upon proper motion, the meeting adjourned at 8:30 p.m.

(signed) \_\_\_\_\_  
Judy Meyers, CMC, City Clerk

Approved: \_\_\_\_\_ (date)

Initialed: \_\_\_\_\_



# NEW PORT RICHEY

5919 MAIN STREET • NEW PORT RICHEY, FL 34652 • 727.853.1016

**TO:** City of New Port Richey City Council  
**FROM:** Crystal M. Dunn, Finance Director  
**DATE:** 8/6/2024  
**RE:** Re-Approval of Resolution No. 2024-13: Establish Tentative Millage for TRIM

**REQUEST:**

The attached Resolution will establish a tentative millage rate and the date, time, and place of the first public hearing on the levy of the proposed FY2024-2025 Operating Budget for purposes of public notification under the Florida TRIM Statutes. The Pasco County Property Appraiser must be provided this information on or before August 4, 2024.

**DISCUSSION:**

Under the TRIM (Truth in Millage) Statute, all property owners are to be notified of this proposed levy by a mailing from the Pasco County Property Appraiser. The City Council may subsequently reduce this millage but cannot increase the levy without an additional public notification to all city property owners. Practically, this resolution establishes the maximum property tax levy for the next tax year.

Staff recommends setting the tentative millage at 8.4000, which matches the City’s current millage rate. At this time, it is still staff’s intention to include a lower millage rate as part of the Preliminary FY24-25 Operating Budget. However, setting the tentative millage at 8.4000 is a conservative approach and will allow for more flexibility as city staff work through final budget reviews.

The first public hearing on the tentative budget and millage rate has been re-scheduled for **Thursday, September 12, 2024** at 6 p.m., in the City Council Chambers, 5919 Main Street, New Port Richey, FL 34652, which will not conflict with School Board and County public hearing dates.

**RECOMMENDATION:**

It is recommended that the City Council approve the tentative millage rate of 8.4000 mills and establish the first public hearing on **September 12, 2024** at 6 p.m., as proposed by way of ratification of Resolution No. 2024-13.

**BUDGET/FISCAL IMPACT:**

No effect at this time. Once a final millage rate is adopted, the determined rate will have a fiscal impact on the FY24-25 Budget.

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Resolution No. 2024-13: Establish Tentative Millage for TRIM	Backup Material

**RESOLUTION NO. 2024-13**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEW PORT RICHEY, FLORIDA ESTABLISHING THE TENTATIVE MILLAGE RATE FOR INCLUSION ON THE PASCO COUNTY TRIM NOTICE**

The City Council of the City of New Port Richey, Florida, in a meeting held August 6, 2024, resolves as follows:

1. **WHEREAS**, the City Council of New Port Richey, Florida, wishes to comply with the legal requirements of the Truth In Millage notification to property owners; and

2. **WHEREAS**, such millage rate for the City of New Port Richey, Florida is computed to be 8.4000 mills; and

3. **WHEREAS**, the public hearing on establishment of the final millage rate will be held on **Thursday, September 12, 2024** at 6 pm in the City Council Chambers at 5919 Main Street, New Port Richey, FL 34652.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NEW PORT RICHEY, FLORIDA DOES RESOLVE:**

The City Council authorizes the notification of the Pasco County Property Appraiser of the tentative millage rate of 8.4000 mills and for use in the Truth in Millage Notices.

**INTRODUCED AND PASSED** by the City Council of the City of New Port Richey, Florida on the 6<sup>th</sup> day of August, 2024.

(ATTEST)

\_\_\_\_\_  
Judy Meyers, CMC  
City Clerk

\_\_\_\_\_  
Alfred C. Davis  
Mayor-Councilmember

(SEAL)

**APPROVED AS TO LEGAL FORM AND CONTENT**

By \_\_\_\_\_  
Timothy P. Driscoll  
City Attorney



## MOTION:

Councilman Butler moves to direct the City Manager and City Attorney to prepare an agenda item, with an attached memorandum and necessary legal instruments, by the end of September for council to consider revising the Code to allow for screened porches.

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## ADDITIONAL READING:

Relevant instances in code:

- 7.01.00 - R-1 Residential District.
- 7.02.00 - R-2 Residential District
- 7.03.00 - R-3 Residential District

Example language strike:

*"Minimum setback of front building line from a main artery and/or thoroughfare right-of-way shall be twenty-five (25) feet, measured to the permanent part of projection of the dwelling. Front porches may extend into the required front yard setback, but not closer than 10 feet to the front property line and may not be altered to form enclosed or air-conditioned living spaces. ~~Porches must maintain at least 80 percent openness and may not be screened.~~"*  
(7.03.00 - R-3 Residential District)



# NEW PORT RICHEY FIRE DEPARTMENT

5919 Main Street, New Port Richey, Florida 34652

Chris Fitch, Fire Chief  
727-853-1032  
Fax: 727-853-1034

**Business Name**  
**Address**  
**City, State Zip**

**Date**

Dear Business Owner,

Each year as part of the annual budgeting process, the City conducts a review of the fees that are charged for services. This year was the first year that a determination was made to impose a fee for fire inspection services.

This new fee, which is included in the comprehensive fee schedule for fiscal year 2023-2024, became effective on October 1, 2023. The fee schedule, which is supported by state statute, allows the Fire Department to collect fees associated with conducting required annual fire safety inspections, and for providing designated community risk reduction duties if needed. The schedule of fees for fire safety inspections and community risk reduction duties, a copy of which is attached to this communication for your reference, are the same as the fees being charged to businesses in Pasco County and the City of Port Richey.

The new fees that have been implemented, will allow the City of New Port Richey Fire Department to remain steadfast in ensuring the safety of all businesses in the city through the compliance of fire codes, while responding to an increasing number of emergency calls for service. Your understanding and continued support is appreciated.

Should you have any questions regarding this matter, please feel free to contact my office at (727) 853-1032.

Yours in service,

Chris Fitch  
Fire Chief



**City of New Port Richey  
Comprehensive Fee Schedule**

**FIRE DEPARTMENT FEES, Cont.**

		<b>Current Fee</b>
<b>FIRE SAFETY INSPECTIONS (Existing Commercial Occupancies):</b>		
<b>Annual / Periodic Inspection (Based on occupancy Square Footage)</b>		
	<b>0-15000 Sq Ft</b>	<b>\$100.00</b>
	<b>15001-25000 Sq Ft</b>	<b>\$125.00</b>
	<b>25001-35000 Sq Ft</b>	<b>\$150.00</b>
	<b>35001-45000 Sq Ft</b>	<b>\$175.00</b>
	<b>45001-55000 Sq Ft</b>	<b>\$200.00</b>
	<b>55001-65000 Sq Ft</b>	<b>\$225.00</b>
	<b>65001-75000 Sq Ft</b>	<b>\$250.00</b>
	<b>75001-85000 Sq Ft</b>	<b>\$275.00</b>
	<b>85001-95000 Sq Ft</b>	<b>\$300.00</b>
	<b>&gt;95000 Sq Ft (\$300 Base Plus \$15 per 5000 Sq Ft)</b>	<b>\$15/5000 Sq Ft</b>
<b>Re-Inspections:</b>		
	<b>Initial Re-inspection</b>	<b>\$0.00</b>
	<b>2nd Re-inspection</b>	<b>\$75.00</b>
	<b>3rd Re-inspection</b>	<b>\$90.00</b>
	<b>4th Re-inspection</b>	<b>\$200.00</b>
<hr/>		
<b>COMMUNITY RISK REDUCTION:</b>		
	<b>Fire and Life Safety Inspector</b>	<b>\$50.00/hr</b>
	<b>Fire Watch</b>	<b>\$50.00/hr</b>
	<b>Crowd Manager</b>	<b>\$50.00/hr</b>
<hr/>		

**City of New Port Richey  
Comprehensive Fee Schedule**

**FIRE DEPARTMENT FEES, Cont.**

		<b>Current Fee</b>
<b>FIRE SAFETY INSPECTIONS (Existing Commercial Occupancies):</b>		
Annual / Periodic Inspection (Based on occupancy Square Footage)		
	0-15000 Sq Ft	\$100.00
	15001-25000 Sq Ft	\$125.00
	25001-35000 Sq Ft	\$150.00
	35001-45000 Sq Ft	\$175.00
	45001-55000 Sq Ft	\$200.00
	55001-65000 Sq Ft	\$225.00
	65001-75000 Sq Ft	\$250.00
	75001-85000 Sq Ft	\$275.00
	85001-95000 Sq Ft	\$300.00
	>95000 Sq Ft (\$300 Base Plus \$15 per 5000 Sq Ft)	\$15/5000 Sq Ft
Re-Inspections:		
	Initial Re-inspection	\$0.00
	2nd Re-inspection	\$75.00
	3rd Re-inspection	\$90.00
	4th Re-inspection	\$200.00
<b>CONSTRUCTION INSPECTIONS (New Businesses):</b>		
	Certificate of Occupancy	\$50.00
	Certificate of Completion (renovations, additions)	\$50.00
	Change of Occupancy	\$50.00
	Red tag (failed inspection)	\$50.00
Temporary Construction	Field inspection (per temp. structure >120 ft <sup>2</sup> )	\$25.00
Construction Miscellaneous	Certificate of completion / Final Inspection	\$50.00
	Fire alarm and / or detection system acceptance test	\$50.00 each
Performance Acceptance Test	2-hour hydrostatic test (fire line, sprinkler, standpipe)	\$50.00 each
	Pre-engineered fire suppression fixed systems acceptance test	\$50.00 each
	Elevator - Firefighter recall system test	\$50.00 each
Licensed Facilities	ALFs	\$50.00 / floor + \$0.002 ft <sup>2</sup>
	Nursing Homes	\$50.00 / floor + \$0.002 ft <sup>2</sup>
	Hospitals	\$50.00 / floor + \$0.002 ft <sup>2</sup>
	Group Homes	\$50.00 / floor + \$0.002 ft <sup>2</sup>
	Foster Care	\$50.00 / floor + \$0.002 ft <sup>2</sup>
	Day Care	\$50.00 / floor + \$0.002 ft <sup>2</sup>
	Private Schools	\$50.00 / floor + \$0.002 ft <sup>2</sup>
Other Requests for Inspection:		\$50.00

Per structure, building, site, H.R.S., etc (rezoning, occupancy changes, anticipated purchase of property, etc.)



# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

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**TO:** City of New Port Richey City Council  
**FROM:** Judy Meyers, CMC, City Clerk  
**DATE:** 9/3/2024  
**RE:** Approval of August 21, 2024 Budget Work Session Minutes

**REQUEST:**

The request is for City Council to approve the minutes from the August 21, 2024 CIP budget work session.

**DISCUSSION:**

City Council conducted a work session on August 21, 2024 to review the second draft of the Capital Improvement Program budget for FY24/25-FY27/28. The minutes from that meeting are attached for Council's review and approval.

**RECOMMENDATION:**

Staff recommends that City Council approve the minutes from the August 21, 2024 work session as submitted.

**BUDGET/FISCAL IMPACT:**

No funding is required for this item.

**ATTACHMENTS:**

Description	Type
☐ August 21, 2024 Budget Work Session Minutes	Backup Material



**MINUTES OF THE CITY COUNCIL WORK SESSION**  
**CITY OF NEW PORT RICHEY**  
NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS  
5919 MAIN STREET, NEW PORT RICHEY, FLORIDA  
August 21, 2024  
6:00 PM

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**ORDER OF BUSINESS**

1 Call to Order - Roll Call

The meeting was called to order by Mayor Chopper Davis at 6:00 p.m. Those in attendance were Councilwoman Matt Murphy, Councilman Peter Altman and Councilman Bertell Butler, IV. Deputy Mayor Kelly Mothershead was excused.

Also in attendance were City Manager Debbie L. Manns, City Clerk Judy Meyers, Finance Director Crystal Dunn, Fire Chief Chris Fitch, Public Works Director Robert Rivera, Police Chief Bob Kochen, Library Director Andi Figart, Technology Solutions Director Mike Miller, Assistant City Manager Gregory Oravec and Human Resources Director Arnel Wetzel.

**DISCUSSION ITEMS**

2 Review of the Proposed Capital Improvement Program FY2024/2025-2028/2029 - Page 2

City Manager Manns introduced the item to Council. She stated the purpose of this work session was to review the changes made to the FY24/25-FY28/29 Capital Improvement Plan since the last work session held on July 16, 2024. She then highlighted the funds contained within the CIP budget. She then introduced Public Works Director Robert Rivera who then presented the changes to Council. He began with the projects in the General Fund. He stated there were no changes from the first presentation. He then highlighted again the projects in the fund. Mr. Rivera then moved on to the Stormwater Utility Fund. He stated there were no changes from the first presentation. He then highlighted again the projects in the fund. Mr. Rivera then moved on to the Capital Improvement Fund. He stated there were no changes from the first presentation. He stated the Frances Avenue Boardwalk Project did not have clear direction and City Manager Manns stated the numbers will be amended some. He then highlighted again the projects in the fund. Councilman Altman spoke about the Schwettman property, property behind Starbucks, the area around the Grey Preserve and the building at Bank and Main. Mr. Rivera then moved on to the Water & Sewer Construction Fund. He stated there were no changes from the first presentation. Mr. Rivera then moved to the CRA. The changes from first presented included Railroad Square, Sims Landing Improvements, Cotee River Boat Ramp property acquisition, Floramar Terrace Streetscape Improvements, Schwettman Property

revitalization, downtown wayfinding signs, Redevelopment Streetscape Improvements, West Pasco Press/Red Cross building acquisition and strategic property acquisition program. Mr. Rivera then moved to the Street Improvement Fund. He highlighted the projects in the fund. Councilman Altman asked about the \$25k for the Pasco Press building and City Manager Manns stated that was a plug number put in. She stated the County has mentioned in the past that they would be willing to donate the property. Councilman Murphy asked about assessments for alley paving and City Manager Manns stated there were no plans to assess residents. She stated the plan has not been solidified moving forward. Not all alleys are recommended for paving. She stated that CDBG funds could be used as a direct benefit program. Mr. Rivera stated alleys were not included in the Pavement Management Plan. He stated all of the alleys have different characteristics. Council, Mr. Rivera and City Manager Manns then had a brief discussion regarding various alleys.

3            Communications

Councilman Altman spoke about the Area Agency on Aging Pinellas Pasco and possible funding for senior living.

4            Adjournment

There being no further business to consider, upon proper motion, the meeting adjourned at 7:07 p.m.

Approved: \_\_\_\_\_ (date)

\_\_\_\_\_ (signed)

Initialed: \_\_\_\_\_

Judy Meyers, CMC, City Clerk



Office of the Mayor

City Of New Port Richey

# Proclamation

**WHEREAS,** Bob Langford is a long-time resident of New Port Richey having moved here with his parents in 1960 and has been an integral part of the community for decades; and

**WHEREAS,** Mr. Langford served as a member of the New Port Richey City Council for 9 years which included two years as Deputy Mayor; and

**WHEREAS,** over the years, Mr. Langford has volunteered his time on many boards and committees including the Library Advisory Board, Land Development Review Board, Historic Preservation Board and the Firefighter's Pension Board where he currently serves as chairman; and

**WHEREAS,** Mr. Langford touts a long career in the music industry, during which he played in bands, sang and later worked as a manager, producer and recording engineer. He owns Tubs Music, a recording studio and production facility in New Port Richey; and

**WHEREAS,** Mr. Langford has volunteered his time for over 20 years for many non-profit organizations that preserve history, help families, the elderly and children. He is also president of the Pasco Fine Arts Council; and

**WHEREAS,** the City of New Port Richey would like to recognize Mr. Langford for his dedication to serving his community.

**NOW, THEREFORE,** I, Chopper Davis, Mayor of the City of New Port Richey, do hereby express the City of New Port Richey's appreciation to

*Bob Langford*

For generously volunteering his time to so many organizations within the City of New Port Richey.



*In witness whereof I have hereunto set my hand and caused this seal to be affixed.*

ATTEST: \_\_\_\_\_

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



Office of the Mayor  
City Of New Port Richey  
**Proclamation**

**WHEREAS**, a library card is the most important card in everyone's wallet;  
and

**WHEREAS**, a library card provides free access to resources that are as  
diverse as the population it serves; and

**WHEREAS**, libraries are welcoming and inclusive spaces for people of all  
backgrounds to learn, engage, and collaborate with one another across cultural,  
ethnic, generational, and economic lines; and

**WHEREAS**, libraries contribute to a robust local economy by providing  
technology, training, resources, and unique public/private partnerships such as this  
month's "Read Local, Shop Local" initiative in which library cardholders receive extra  
savings at local businesses and

**WHEREAS**, libraries are cornerstones of democracy, promoting the free  
exchange of information and ideas for all; and

**WHEREAS**, libraries empower all people to use their library card to pursue  
their interests, navigate the complexities of life, and achieve their highest potential;  
and

**NOW, THEREFORE**, I, Chopper Davis, Mayor of the City of New Port  
Richey, do hereby proclaim the month of September as

*Library Card Sign Up  
Month*



*In witness whereof I have hereunto set my  
hand and caused this seal to be affixed.*

\_\_\_\_\_  
ATTEST: \_\_\_\_\_

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



# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

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**TO:** City of New Port Richey City Council  
**FROM:** Crystal M. Dunn, Finance Director  
**DATE:** 9/3/2024  
**RE:** Purchases/Payments for City Council Approval

**REQUEST:**

The City Council is asked to review the attached list of purchases and expenditures and authorize payment.

**DISCUSSION:**

Section 2-161 of the City's Code of Ordinances requires approval by the City Council for purchases and payments \$25,000 and over.

**RECOMMENDATION:**

It is recommended that the City Council authorize the payment of the attached list of purchases and expenditures.

**BUDGET/FISCAL IMPACT:**

The purchases and expenditures presented have already been budgeted for. Expenditures will be included in the fiscal year-end reporting.

**ATTACHMENTS:**

Description	Type
☐ Purchases/Payments Listing	Backup Material



PURCHASES/PAYMENTS FOR CITY COUNCIL APPROVAL

Qualis General Contractors RAC Locker Room Renovation	\$88,390.10
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RECURRING EXPENDITURES OVER \$25,000

TD Bank Principal and Interest	\$806,657.70
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Pasco County School Board School Impact Fees	\$124,530.98
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<u>Tampa Bay Water</u> City of New Port Richey July Usage	\$119,132.51
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Enterprise FM Trust Lease for City Vehicles	\$93,759.61
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Duke July 2024 Usage	\$64,131.38
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Waste Pro of Florida Solid Waste Collection Fee – June 2024	\$30,885.19
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# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

**TO:** City of New Port Richey City Council

**FROM:** Debbie L. Manns, ICMA-CM, City Manager

**DATE:** 9/3/2024

**RE:** Second Reading, Ordinance No. 2024-2292: Amendments to TDR Ordinance

**REQUEST:**

The request is for the City Council to conduct a second and final reading of an ordinance amending Chapter 20 of the Land Development Code related to the Transfer of Development Rights Program.

**DISCUSSION:**

The City’s Transfer of Development Rights Program is a voluntary program that provides property owners an opportunity to sell development rights from their property to the city who then provides another interested party an opportunity to purchase these rights to increase the density of development at another designated location. The seller of development rights still owns the land and can continue using it, although the property is prevented from being further developed through some form of a restrictive agreement on the deed.

The purpose of the revisions being proposed to Chapter 20 of the Land Development Code relate to:

- To clarify the potential land uses of sending sites.
- To advance the requirement that the designation of property as either a sending or receiving site shall set forth in the PDD zoning approval and shall constitute a modification to an existing PDD approval .
- To eliminate the requirement that a future land use map amendment is required to accept land into the city entitlement bank.

The Land Development Review Board reviewed this matter at a special meeting on August 1, 2024 and unanimously approved the proposed changes.

**RECOMMENDATION:**

The recommendation is for the City Council to conduct a second and final reading of the ordinance amending Chapter 20 of the Land Development Code related to the Transfer of Development Rights Program as submitted.

**BUDGET/FISCAL IMPACT:**

There is no financial impact associated with this agenda item at this time.

**ATTACHMENTS:**

Description	Type
☐ Ordinance No. 2024-2292: Amendments to TDR Ordinance	Ordinance
☐ Coastal High Hazard Map	Backup Material
☐ LDRB Draft Minutes - August 1, 2024	Backup Material

**ORDINANCE NO. 2024-2292**

**AN ORDINANCE OF THE CITY OF NEW PORT RICHEY, FLORIDA, PROVIDING FOR AMENDMENT OF SECTION 20.03.00 OF CHAPTER 20 OF THE LAND DEVELOPMENT CODE, PERTAINING TO PERMITTED USES IN THE TRANSFER OF DEVELOPMENT RIGHTS PROGRAM; PROVIDING FOR AMENDMENT OF SECTION 20.04.00 OF CHAPTER 20 OF THE LAND DEVELOPMENT CODE, PERTAINING TO PLANNED DEVELOPMENT DISTRICTS IN THE TRANSFER OF DEVELOPMENT RIGHTS PROGRAM; PROVIDING FOR AMENDMENT OF SECTION 20.05.00 OF CHAPTER 20 OF THE LAND DEVELOPMENT CODE, PERTAINING TO TRANSFERS OF DEVELOPMENT RIGHTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of New Port Richey has developed a transfer of development rights program within the city to manage growth and protect environmentally sensitive areas;

WHEREAS, limitations on development within the Coastal High Hazard Area improves the protection of persons and property within said areas;

WHEREAS, property owners who voluntarily limit development of their property within the Coastal High Hazard Area may be allowed credit for such development limitations;

WHEREAS, the receipt of development rights by the city allows the transfer of those development rights to other areas of the city more conducive to such increased development;

WHEREAS, the city recognizes that the restriction of development rights provides a benefit to the community even when portions of the restricted property are not designated as open space or conservation;

WHEREAS, this ordinance has been reviewed by the Land Development Review Board as required by law;

WHEREAS, notice of this ordinance has been provided as required by applicable law; and

WHEREAS, the New Port Richey City Council finds it necessary to implement these regulations to promote the health, safety, and welfare of the citizens of New Port Richey.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NEW PORT RICHEY, FLORIDA:

**SECTION 1.** Section 20.03.00, of Chapter 20, of the New Port Richey Land Development Code, pertaining to permitted uses in the transfer of development rights program, is hereby amended, as follows (strikeout text is deleted and underlined text is added):

**20.03.00 Permitted uses.**

1. *Sending areas.* Lands designated as transfer of development rights sending areas shall be used only for the permitted principal principle and accessory uses authorized herein and as permitted in the PDD approval for the subject site.
2. *Receiving areas.* Lands designated as transfer of development rights receiving areas shall be used only for the permitted principal principle and accessory uses authorized under the PDD approval for the subject site.
3. *Uses permitted in sending areas.* Sending lands shall be used for public parks, flood control and mitigation, open spaces and appropriate redevelopment projects permitted by a PDD approval as determined by the city. Sending sites may shall be designated with an appropriate non-residential land uses to reflect the development limitations on the site.
4. *Uses permitted in receiving areas.* Receiving areas shall be used for residential development and mixed-use development, consistent with the underlying future land use map category.
5. *Accessory uses in receiving areas.* Any permitted accessory use which is an allowable accessory use under the zoning district is permitted, and uses authorized pursuant to the PDD approval.

**SECTION 2.** Section 20.04.00, of Chapter 20, of the New Port Richey Land Development Code, pertaining to the planned development district in the transfer of development rights program, is hereby amended, as follows (strikeout text is deleted and underlined text is added):

**20.04.00 Planned Development District rezoning required.**

A Planned Development District (PDD) rezoning allowing TDRs transfers of development rights as a ~~condition of the rezoning~~ is required for participation in the coastal TDR program. The designation of a property as either a sending or receiving site shall be set forth in the PDD zoning approval and shall constitute a major modification to an existing PDD approval. The application for a PDD approval shall be subject to the requirements of section 5.01.00 for rezonings.

**SECTION 3.** Section 20.05.00, of Chapter 20, of the New Port Richey Land Development Code, pertaining to the transfer of development rights, is hereby amended, as follows (strikeout text is deleted and underlined text is added):

**20.05.00 Transfer of development rights.**

1. *TDR entitlement bank:* Transfers of development rights are made from CHHA lands (sending areas) to the entitlement bank. The city shall maintain an inventory of transferable development rights in the entitlement bank. The city council shall establish the reasonable cost value of TDR credits maintained in the entitlement bank at its discretion.
2. *Future land use map (FLUM) amendment ~~required~~ for sending site:* The A future land use map amendment may shall change the FLUM category on the sending sites to conservation, preservation, public facility or other appropriate non-residential category, as determined by

~~the city, to show the severance of development rights. A future land use map amendment is required to sever development rights from CHHA land for transfer into the city entitlement bank.~~ Future land use amendments will be processed as required under Florida Statutes. A covenant running with the land, deed restriction or conservation easement shall be recorded evidencing the severance of the development rights from the sending site, unless the same is owned by the city.

3. *Future land use map (FLUM) amendment required for receiving site:* A future land use map amendment is required for all receiving sites:
  - a. That do not permit residential development at the time of application for the PDD approval; or
  - b. Where residential density is proposed to be increased, and in such case, the proposed PDD rezoning shall be included as part of the data and analysis supporting the proposed FLUM amendment.
4. *Maximum number of TDR credits to be transferred:* The maximum number of TDR credits transferred from sending areas to receiving areas shall not exceed the maximum number of residential units permitted by the future land use map designation and zoning district classifications for the sending area.

**SECTION 4.** If any phrase or portion of this ordinance, or the particular application thereof, shall be held invalid or unconstitutional by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases and their application shall not be affected thereby.

**SECTION 5.** Any ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 6.** It is the intention of the City Council and it is hereby ordained that the provisions of this ordinance shall be codified and made a part of the New Port Richey City Code, and that the sections of this ordinance may be renumbered to accomplish such codification, and that the word ordinance may be changed to “section” to accomplish such codification.

**SECTION 7.** The provisions of this Ordinance shall not be applied to any property to the extent the provisions hereof are inconsistent with the adopted Comprehensive Plan.

**SECTION 8.** This ordinance shall become effective immediately upon its adoption as provided by law.

The above and foregoing ordinance was read and approved on first reading at duly convened meeting of the City Council of the City of New Port Richey, Florida this 6<sup>th</sup> day of August, 2024.

The above and foregoing ordinance was read and approved on second reading at duly convened meeting of the City Council of the City of New Port Richey, Florida this 3<sup>rd</sup> day of September, 2024.

ATTEST:

\_\_\_\_\_  
Judy Meyers, CMC, City Clerk








\_\_\_\_\_  
Alfred C. Davis, Mayor-Council Member

APPROVED AS TO FORM




By: \_\_\_\_\_  
Timothy P. Driscoll, City Attorney  
CA Approved 7-18-2024

# FEMA's FLOOD HAZARD MAP & FIRM PANEL






## Legend

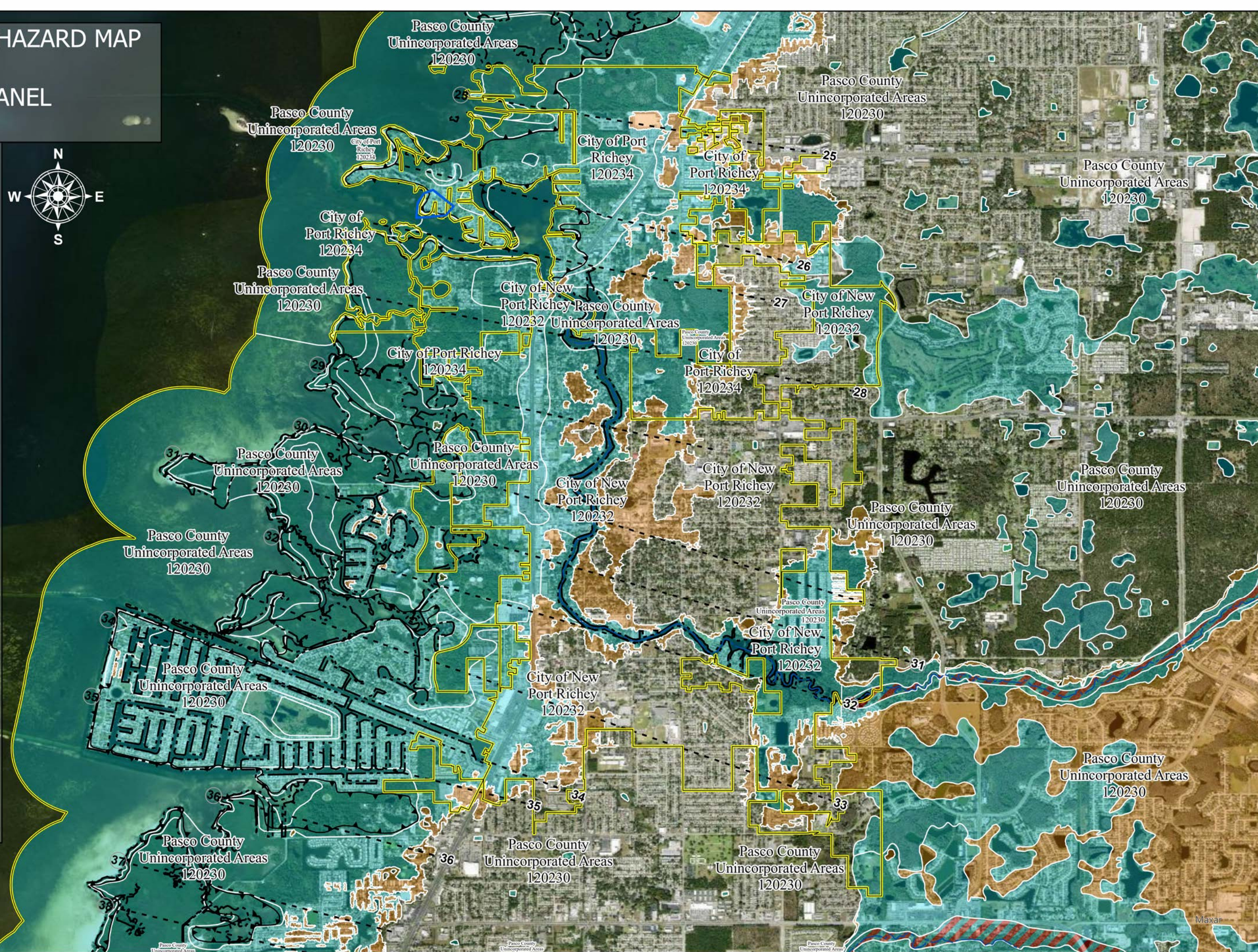
-  Effective
-  Political Jurisdictions
-  Profile Baselines
-  Levees
-  Coastal Transects
-  Transect Baselines
-  Limit of Moderate Wave Action

## Flood Hazard Boundaries

-  Limit Lines
-  SFHA / Flood Zone Boundary
-  Flowage Easement Boundary

## Flood Hazard Zones

-  1% Annual Chance Flood Hazard
-  Regulatory Floodway
-  Special Floodway
-  Area of Undetermined Flood Hazard
-  0.2% Annual Chance Flood Hazard
-  Future Conditions 1% Annual Chance Flood Hazard
-  Area with Reduced Risk Due to Levee
-  Area with Risk Due to Levee
-  Primary Frontal Dunes





LAND DEVELOPMENT REVIEW BOARD - MINUTES  
CITY OF NEW PORT RICHEY  
NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS  
5919 MAIN STREET, NEW PORT RICHEY, FLORIDA  
August 1, 2024  
2:00 PM

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Chairman John Grey called the August 1, 2024 Land Development Review Board (LDRB) public meeting and hearing to order at 2:00 pm.

Mr. Maysilles led the pledge of allegiance.

Mr. Grey requested a roll call of members present be conducted and Lisa Algieri stated the following persons were in attendance constituting a quorum.

Members in Attendance

John Grey  
Alan Safranek  
Robert Smallwood  
Don Cadle  
Dan Maysilles  
Beverly Barnett  
Marilyn deChant

Staff in Attendance

Lisa Algieri, Senior Planner  
Corey Holycross, Planner

Mr. Safranek made a motion to approve the minutes as presented. Mr. Maysilles seconded the motion. The motion was approved unanimously.

**Case: Ordinance – Amending Chapter 20 of the Land Development Code**

Lisa Algieri informed the board that Chapter 20 of the Land Development Code pertained to Transfer of Development Rights. The current ordinance does not adequately address the severance of development rights. The proposed ordinance would require that all severance of development rights must go through a Planned Development rezoning. Additionally, the Future Land Use Map would reflect the appropriate land use for the specific property.

Board members discussed how the development credits would be used. Additionally, they discussed transferring development rights from city parks in order to preserve the parks. Ms. Algieri informed them that she would prepare an inventory of parks that still had development rights.



Mr. Safranek made a motion to recommend approval of the proposed ordinance to the City Council. Dr. Cadle seconded the motion. The motion was approved unanimously 7-0.

Meeting adjourned at 2:25 pm

DRAFT



# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

**TO:** City of New Port Richey City Council  
**FROM:** Debbie L. Manns, ICMA-CM, City Manager  
**DATE:** 9/3/2024  
**RE:** Second Reading, Ordinance No. 2024-2294: Rezoning for the Cottages at Oyster Bayou

## REQUEST:

The request is for City Council to conduct a second and final reading of an ordinance to rezone the development known at Cottages at Oyster Bayou from Planned Development District (PDD) to Planned Development District (PDD) with an amended site plan.

## DISCUSSION:

The subject property is located at the northwest corner of Green Key Road and Manor Beach Drive. The property is currently zoned for a PDD with a site plan approved for 66 lots to accommodate RV cottages. The site plan was under construction when the developer passed away leaving the site unfinished.

The new owners are completing the site work and are requesting to modify the site plan to accommodate attached and detached single family homes. Additionally, the owner is requesting a replat relocate the clubhouse and add lots along the waterfront. The number of lots will remain below 66 units.

Additional development standards are incorporated into the rezoning ordinance to address lot setbacks and architectural style.

The proposal is consistent with the following policies of the City's Comprehensive Plan:

- FLU 1.2.2 The City shall encourage a balanced land use mix providing for a variety of housing styles, densities and open space.
- HOU1.1.5 The City shall continue to allow a variety of residential densities and housing types through the Future Land Use Map and the Land Development Code.

The original developer had planned a RV cottage community that would allow RV owners to park their RV while living in their cottage. The original owner developed the site and had begun construction on six of the lots. The new developers have completed the site work and are finalizing the construction on the six lots.

After reviewing the market conditions for housing in the area, the new developers are proposing to amend the site plan to allow construction of attached and detached single family to meet the demand for single family housing in the city. Additionally, the proposed site plan includes a replat to allow six additional lots along the water and to relocate the club house to lots one and two. The total density will remain below the maximum allowed of 66 dwelling units. Other amenities along the water will remain.

The DRC reviewed the plan for compliance with the multifamily design standards. In particular, livability and compatibility with surrounding neighborhoods. The proposed site plan meets the objective of the multifamily design standards for livability, architectural style, appropriate scale and amenities for residents. The LDRB reviewed this matter at its meeting on May 15, 2024 and unanimously approved the proposed changes.

## RECOMMENDATION:

Staff recommends that City Council conduct a second and final reading of an ordinance to rezone the development known at Cottages at Oyster Bayou from Planned Development District (PDD) to Planned Development District (PDD) with an amended site plan as submitted.

**BUDGET/FISCAL IMPACT:**

No funding is required for this item.

**ATTACHMENTS:**

	Description	Type
▣	Ordinance No. 2024-2294: Rezoning for the Cottages at Oyster Bayou	Ordinance
▣	Rezoning Application	Backup Material
▣	Site Plans	Backup Material
▣	LDRB Draft Minutes - May 16, 2024	Backup Material

**ORDINANCE NO. 2024-2294**

**AN ORDINANCE OF THE CITY OF NEW PORT RICHEY, FLORIDA PROVIDING FOR AMENDMENT OF THE LAND DEVELOPMENT CODE (LDC) ZONING DISTRICT MAP; PROVIDING FOR REZONING OF APPROXIMATELY 7.57 ACRES OF PROPERTY, GENERALLY LOCATED AT THE NORTHWEST CORNER OF GREEN KEY ROAD AND MANOR BEACH ROAD, AS SHOWN ON THE MAP ATTACHED HERETO AS EXHIBIT "A" AND LEGALLY DESCRIBED HEREIN; PROVIDING FOR AMENDMENT OF THE ZONING DISTRICT DESIGNATION FOR SAID PROPERTY FROM PLANNED DEVELOPMENT DISTRICT (PDD) TO PLANNED DEVELOPMENT DISTRICT (PDD) WITH AMENDED SITE PLAN; PROVIDING FOR CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, Florida Statutes Chapter 163 requires each county and each municipality to adopt or amend and enforce land development regulations that are consistent with and implement their adopted comprehensive plan;

**WHEREAS**, on June 29, 1989, the City Council adopted Ordinance No. 1203, which approved the City's Comprehensive Plan, which includes a 2030 Future Land Use Map;

**WHEREAS**, on November 19, 1991, the City Council adopted Ordinance No. 1268, which enacted the City's Land Development Code (LDC), which provides for a Zoning District Map;

**WHEREAS**, The LDC addresses the procedure for obtaining a change to the Zoning District Map;

**WHEREAS**, the owner/applicant, Crafted Milestone LLC, filed with the Development Department, a Zoning District Map (ZDM) amendment application to change from PDD to PDD with amended site plan, the zoning designation of 7.57 acre property located at the northwest corner of Green Key Road and Manor Beach Road;

**WHEREAS**, the Development Department has reviewed the ZDM amendment application and concludes it is consistent with the application filing requirements in the LDC;

**WHEREAS**, the Development Review Committee (DRC) has reviewed the ZDM amendment application and has concluded it is consistent with the LDC, and has recommended the Land Development Review Board (LDRB) forward a recommendation to the City Council that the ZDM amendment application be approved;

**WHEREAS**, the Development Department has prepared a staff report and reviewed the ZDM amendment application against the guidelines in the LDC, and concludes the ZDM amendment application is in conformance with those requirements and that the LDRB should forward a recommendation to the City Council that the Ordinance approving the ZDM amendment application be adopted;

**WHEREAS**, at the duly noticed LDRB regular public hearing held on May 16, 2024, the LDRB sitting as the Local Planning Agency considered the Development Department staff report and recommendation and all competent substantial evidence presented at the hearing, and forwarded the record to the City Council with a recommendation the Ordinance be adopted;

**WHEREAS**, at a duly noticed City Council regular public hearing, the City Council on first reading considered the Development Department and LDRB staff reports and recommendations and all competent substantial evidence presented at the hearing, and approved the Ordinance;

**WHEREAS**, at a duly noticed City Council regular public hearing, the City Council on second reading considered the evidence presented at first reading and all competent substantial evidence presented at the hearing, and adopted the Ordinance;

**WHEREAS**, notice of this Ordinance and the hearings conducted hereunder has been provided in accordance with Florida law; and

**WHEREAS**, the City Council has conducted a quasi-judicial hearing, has received evidence pertaining to the rezoning, and has found that the rezoning of the property as provided herein is consistent with the adopted Comprehensive Plan Future Land Use Map designation for the property, is compatible with the use and zoning of the surrounding properties, is consistent with the adopted Comprehensive Plan and the Land Development Code of the City, meets all of the rezoning criteria of the Land Development Code, and is supported by competent substantial evidence.

**NOW, THEREFORE, THE CITY OF NEW PORT RICHEY, FLORIDA HEREBY ORDAINS:**

**Section 1. Ratification.** The foregoing “Whereas” clauses are hereby ratified and confirmed as being true and correct and are hereby made a part of this Ordinance.

**Section 2. Rezoning approved.** The Land Development Code Zoning District Map of the City of New Port Richey is hereby amended to amend the Zoning Designation for the property described herein from Planned Development District (PDD) to Planned Development District (PDD) with amended site plan as shown in Exhibit “B” attached hereto, with the following development standards:

- A. Maximum density shall not exceed 66 dwelling units;
- B. Private streets shall be 24 feet in width built to city standards;
- C. Parking shall consist of three spaces per lot and an additional 13 spaces for guest parking;
- D. Landscape buffer for entire development shall be 15 feet on the east and west sides and 10 feet on the south side of the site;
- E. Setbacks for overall development:
  1. Front (Green Key Road) – 25 feet
  2. Side (Manor Beach Road) – 30 feet
  3. Side (west property line) – 15 feet
  4. Rear (north property line) – 15 feet;
- F. Setbacks for individual lots:
  1. Front – 5 feet
  2. Side – 5 feet for detached single family
  3. Side – zero feet for attached single family
  4. Rear – 5 feet
  5. Lot 64 shall not construct within 5 feet from the stormwater system and impervious area shall not exceed 1,350 square feet;

- G. Adjoining lots for attached single family homes shall be owned by the same person/entity at time of construction;
- H. Maximum height of buildings shall not exceed 35 feet from base floor elevation;
- I. Impervious surface shall not exceed 1,600 square feet per lot;
- J. Landscaping for individual lots shall be installed prior to issuance of a certificate of occupancy;
- K. Architectural style shall be coastal cottage as represented in Exhibit C; and
- L. The Homeowners Association shall serve as the Architectural Review Board.

**Section 3. Property description.** The property subject to this Zoning District Map amendment is located at northwest corner of Green Key Road and Manor Beach Road as shown on the location map attached hereto as Exhibit "A", and is legally described as follows:

LEGAL DESCRIPTION

A TRACT OF LAND LYING IN THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 6, TOWNSHIP 26 SOUTH, RANGE 16 EAST, PASCO COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHEAST CORNER OF THE NORTHEAST 1/4 OF SECTION 6, TOWNSHIP 26 SOUTH, RANGE 16 EAST, PASCO COUNTY, FLORIDA; THENCE RUN S89°44'45"W, ALONG THE SOUTH LINE OF SAID SOUTHEAST ¼ A DISTANCE OF 460.00 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 100.00 FEET AND A CHORD BEARING AND DISTANCE OF N45°15'15"W, 141.42 FEET; THENCE RUN NORTHWESTERLY ALONG THE ARC OF SAID CURVE 157.08 FEET THROUGH A CENTRAL ANGLE OF 89°59'56"; THENCE RUN N00°15'15"W, 367.92 FEET; THENCE S89°44'45"W, 25.00 FEET TO THE POINT OF BEGINNING AND A FOUND 3"X3" CONCRETE MONUMENT AT THE SOUTHEAST CORNER OF LOT 10, GREEN KEY ESTATES, AS RECORDED IN PLAT BOOK 6, PAGE 57, OF THE PUBLIC RECORDS OF PASCO COUNTY, FLORIDA; THENCE RUN S00°15'15"E ALONG THE WEST RIGHT OF WAY LINE OF MANOR BEACH ROAD A DISTANCE OF 367.92 FEET TO A FOUND 3"X3" CONCRETE MONUMENT AT THE POINT OF CURVATURE OF A CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 125.00 FEET AND A CHORD BEARING AND DISTANCE OF S12°00'25"E, 51.13 FEET; THENCE RUN SOUTHEASTERLY ALONG THE ARC OF SAID CURVE 51.49 FEET THROUGH A CENTRAL ANGLE OF 23°36'03" TO A FOUND 3"X3" CONCRETE MONUMENT ON THE NORTH RIGHT OF WAY LINE OF GREEN KEY ROAD; THENCE S89°44'32"W ALONG SAID RIGHT OF WAY LINE 705.48 FEET TO THE MEAN HIGH WATER LINE OF OYSTER BAYOU; THENCE RUN ALONG SAID MEAN HIGH WATER LINE THROUGH THE FOLLOWING SEVEN COURSES: THENCE N40°31'25"E, 10.69 FEET; THENCE N03°34'02"W, 30.45 FEET; THENCE N02°46'41"W, 36.45 FEET; THENCE N08°57'07"W, 46.55 FEET; THENCE N18°19'46"W, 21.80 FEET; THENCE N53°31'08"W, 20.65 FEET; THENCE N89°40'26"W, 10.56 FEET TO THE EAST LINE OF PENINSULAR PARADISE, AS RECORDED IN PLAT BOOK 4, PAGE 71 OF THE PUBLIC RECORDS OF PASCO COUNTY, FLORIDA; THENCE LEAVING SAID MEAN HIGH WATER LINE RUN N00°05'31"E ALONG SAID EAST LINE A DISTANCE OF 399.43 FEET TO A FOUND 3"X3" CONCRETE MONUMENT AT THE NORTHEAST CORNER OF SAID PENINSULAR PARADISE AND TO THE POINT OF CURVATURE OF A CURVE CONCAVE TO THE NORTH HAVING A CENTRAL ANGLE OF 13°20'45", A RADIUS OF 185.86 FEET AND A CHORD BEARING AND DISTANCE OF S64°24'46"E, 43.19 FEET; THENCE RUN EASTERLY ALONG THE ARC OF SAID CURVE 43.29 FEET; THENCE S72°27'32"E, 106.68 FEET; THENCE S73°52'34"E, 163.50 FEET; THENCE S76°21'01"E, 53.32 FEET; THENCE S08°21'50"E, 54.64 FEET; THENCE N81°25'54"E, 24.68 FEET; THENCE S14°24'44"E, 34.38 FEET; THENCE N74°54'24"E, 14.93 FEET; THENCE N14°30'23"W, 34.20 FEET; THENCE N74°18'55"E, 13.90 FEET; THENCE N74°41'15"E, 31.27 FEET; THENCE N56°58'18"E, 17.74 FEET; THENCE N64°05'45"E, 6.03 FEET; THENCE N47°22'45"E, 23.72 FEET; THENCE N45°10'23"E, 24.22 FEET; THENCE N81°05'17"E,

15.35 FEET; THENCE N61°27'04"E, 19.26 FEET; THENCE N36°16'16"E, 12.66 FEET TO THE SOUTHERLY LINE OF AFOREMENTIONED LOT 10 OF GREEN KEY ESTATES; THENCE S54°11'04"E, ALONG SAID LINE A DISTANCE OF 96.21 FEET; THENCE CONTINUE ALONG SAID LINE N89°52'31"E, 118.17 FEET TO THE POINT OF BEGINNING.

THIS PARCEL CONTAINS 7.57 ACRES MORE OR LESS.

**Section 4. Severability.** If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

**Section 5. Conflicts.** All ordinances or parts of ordinances of the City of New Port Richey, Florida, in conflict with the provisions of this ordinance, are hereby repealed to the extent of such conflict.

**Section 6. Effective date.** This Ordinance shall be effective upon its adoption as provided by law.

The above and foregoing Ordinance was read and approved on first reading at a duly convened meeting of the City Council of the City of New Port Richey, Florida, this 18th day of June, 2024.

The above and foregoing Ordinance was read and approved on second reading at a duly convened meeting of the City Council of the City of New Port Richey, Florida, this 3rd day of September, 2024.

**ATTEST:**

**CITY OF NEW PORT RICHEY, FLORIDA**

\_\_\_\_\_  
Judy Meyers, CMC, City Clerk

\_\_\_\_\_  
Alfred C. Davis, Mayor – Councilmember

(SEAL)

**APPROVED AS TO LEGAL FORM AND CONTENT**

\_\_\_\_\_  
Timothy P. Driscoll, City Attorney

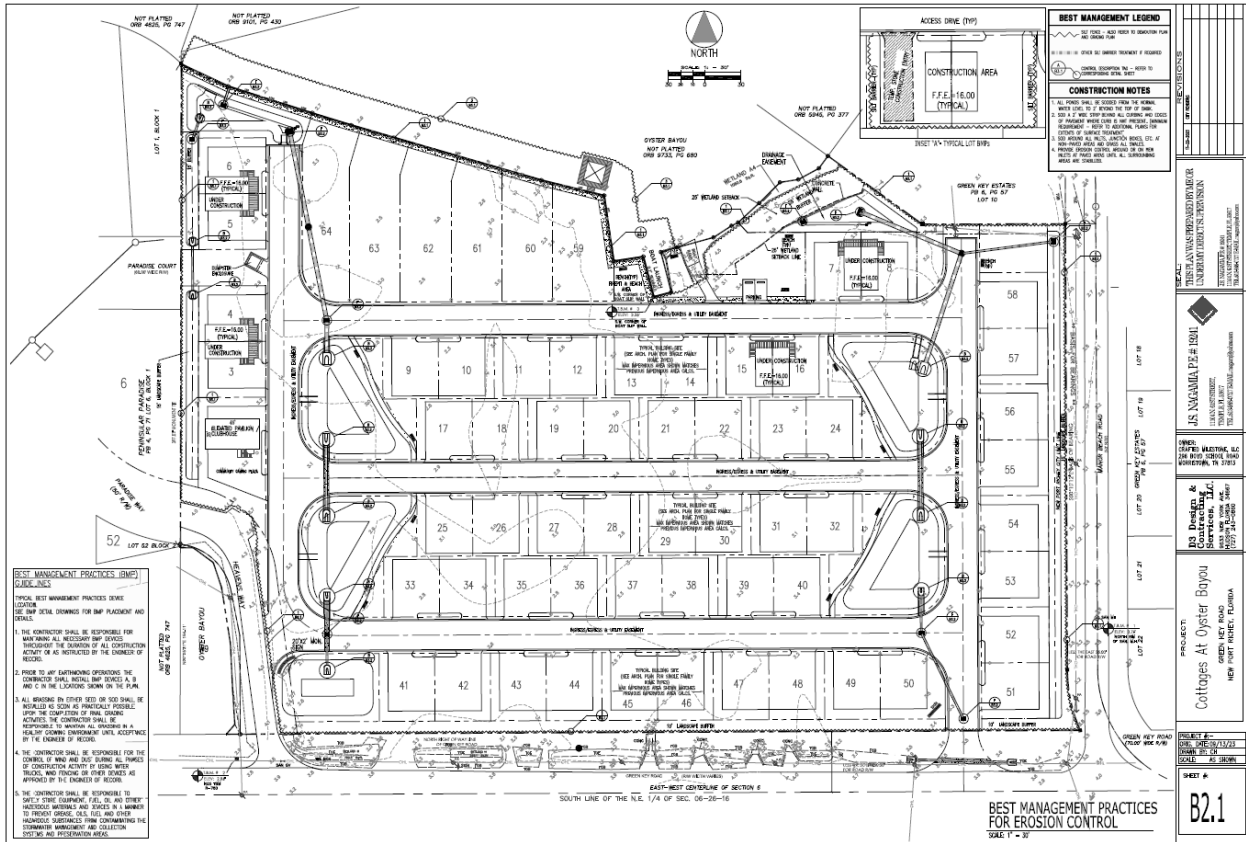
CA Approved – 6-5-2024

# EXHIBIT A LOCATION MAP





# EXHIBIT B SITE PLAN



**EXHIBIT C**  
**ARCHITECTURAL STYLE**



# REZONING APPLICATION

City of New Port Richey  
 Planning and Development Department  
 City Hall, 5919 Main Street, 1<sup>st</sup>Floor  
 New Port Richey, FL 34652  
 Phone (727) 853-1044 \* Fax (727) 853-1052

Case #: \_\_\_\_\_  
 Send copy to Pasco County, if w/in 1 mile  
 Send to Pasco Schools, if residential

DRC Date: \_\_\_\_\_  
 LDRB Date: \_\_\_\_\_  
 Date Received: \_\_\_\_\_

- Submit one original signed and notarized application
- Submit original signed and sealed survey
- Submit 1 digital version of application
- Submit application fees: \$850 for rezoning; \$2,500 for rezoning-PDD; \$1,250 for rezoning-PDD (Amendment)  
 (Checks made payable to the *City of New Port Richey*)

## Property Owner and Representative Information:

Current Property Owner(s): Crafted Milestone LLC		Phone: 423-581-6329
Owner Address: 296 Boyd School Rd Morristown, TN 37813		
Owner Email Address: mcqueen@craftedmilestone.com		
Owner's Representative(s): T. Phillip Carlyle	Relationship to Owner: Co/Owner	
Representative Mailing Address: 296 Boyd School Rd		
Representative Email Address: pcarlyle@hotmail.com	Phone: 865-396-9978	
Primary contact: <i>(This is the <u>one</u> person to whom the City will send all communication regarding this application)</i> Phillip Carlyle (865-396-9978)		

## Property Information:

Street Address: 4835 Green Key Rd New Port Richey, FL 34652		
General Location: Corner of Green Key Rd and Heavens Way		
Size of Site:	Square Feet: 329,0015	Acres: 7.55
Legal Description of Subject Property: <i>(*An electronic copy of the legal description, in Word format, is required as part of this application submittal)</i> Cottages at Oyster Bayou		
Parcel Number(s): 06-26-16-0090-00A00-0000 (Also to include all parcels contained by Oyster Bayou)		

Zoning District:  R3/MF10	Proposed Zoning District:  R3/MF10
Future Land Use Category:  58 Residential parcels and 58 residential dwellings	Proposed Future Land Use Category:  62 residential parcels and 62 residential dwellings
Existing Use: <i>(Include # of residential unit and/ or square footage of non-residential uses):</i>	Proposed Use: <i>(Include # of residential units and/ or square footage of non-residential uses):</i>

How is proposal consistent with the goals, objectives and policies of the Comprehensive Plan?

Our project was approved in 2019. We are modifying the density that is still lower than the original approval of 66 dwellings. Our development will consist of all single family structures and keep a consistent elevated beach cottage design throughout.

**Submittal Information:**

*(Please address the following information on a separate sheet and attach to this application)*

**Guidelines for Granting a Rezoning. LDC § 5.01.11.**

The development department, development review committee, and land development review board shall consider all of the following guidelines when making a recommendation to the city council on a rezoning application, and the city council shall consider all these guidelines in determining whether to adopt an ordinance granting such rezoning:

1. Whether the proposed zoning district is one (1) of the zoning districts intended to implement or be consistent with the future land use map designation of the property;
2. If more than one (1) zoning district implements or is consistent with the future land use map designation of the property, whether the proposed zoning district is the most suitable zoning district;
3. Whether there are substantial reasons why the property cannot be used in accordance with its present zoning district, or the existing zoning district is otherwise unsuitable;
4. Whether the proposed zoning district is consistent with the character of the existing land use pattern;
5. Whether the proposed zoning district abuts a property with a zoning district similar in intensity to the proposed zoning district, or serves as a suitable transition zoning district between two (2) or more different abutting zoning districts;
6. Whether there are substantial changed or changing conditions in the character of the area where the property is located so that the proposed zoning district is now suitable;
7. Whether based upon the property's size, shape, or characteristics the proposed zoning district is out-of-scale with the surrounding area;
8. Whether the proposed zoning district is premature, based upon the existing conditions in the surrounding area;
9. Whether there is a substantial public need or purpose for the proposed zoning district consistent with the public health, safety and general welfare;
10. Any other factors that may be relevant to the rezoning, such as its location within an enclave, recent annexation into the city, or to conserve the value of buildings and natural resources;
11. The totality of the circumstances; and
12. Any competent substantial evidence presented at the public hearings.

**Consistency with Concurrency:** The following calculations shall be used to **determine the projected demand** of the proposed project on the applicable public facility/service. The calculations are listed by facility/service type. *(Please fill in blanks.)*

<p><b><u>POTABLE WATER</u></b> - Adopted level of service (LOS) = 152 gal/day/capita (nonresidential uses are included in the adopted LOS).</p> <p><b><u>Residential:</u></b></p> <p><b><u>Single-family:</u></b> 152 gal × 2.12 persons/household × <u>62</u> units = <u>19,199</u> gal/day/capita (demand)</p> <p><b><u>Multi-family:</u></b> 152 gal × 1.90 persons/household × _____ units = _____ gal/day/capita (demand)</p> <p><b><u>Commercial:</u></b> See <u>Table I</u> below from the Land Development Code for estimated water/sewage flows.</p>	<p><b><u>WASTEWATER</u></b> - Adopted level of service (LOS) = 114 gal/day/capita (nonresidential uses are included in the adopted LOS).</p> <p><b><u>Residential:</u></b></p> <p><b><u>Single-family:</u></b> 114 gal × 2.12 persons/household × <u>62</u> units = <u>14,494</u> gal/day/capita (demand)</p> <p><b><u>Multi-family:</u></b> 114 gal × 1.90 persons/household × _____ units = _____ gal/day/capita (demand)</p> <p><b><u>Commercial:</u></b> See <u>Table I</u> below from the Land Development Code for estimated water/sewage flows.</p>
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<p><b><u>SOLID WASTE</u></b> - Adopted level of service (LOS) = 6.3 lbs/day/capita (nonresidential uses are included in the adopted LOS).</p> <p><b><u>Residential:</u></b></p> <p><b><u>Single-family:</u></b> 6.3 lbs × 2.12 persons/household × <u>62</u> units = <u>13.36</u> lbs/day/capita (demand)</p> <p><b><u>Multi-family:</u></b> 6.3 lbs × 1.90 persons/household × _____ units = _____ lbs/day/capita (demand)</p> <p><b><u>Commercial:</u></b> See <u>Table I</u> below from the Land Development Code for estimated water/sewage flows.</p>	<p><b><u>RECREATION/OPEN SPACE</u></b> - Refer to the New Port Richey Comprehensive Plan for adopted level of service standards.</p> <p><b><u>Single-family:</u></b> _____ units × 2.12 persons/household = <u>131.4</u> (population projection)</p> <p><b><u>Multi-family:</u></b> _____ units × 1.90 persons/household = _____ (population projection)</p> <p>Sites over five acres in area and zoned MF-30 District shall provide five percent of the total net acreage of the development for recreational purposes. Refer to Section 7.06.07 of the Land Development Code.</p>
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**Stormwater Management.** Refer to the Stormwater Management and Erosion Control Policy and Procedures Manual for standards necessary to comply: LOS = 25-year, 24-hour storm event.

**Transportation.** Refer to the New Port Richey Comprehensive Plan for the adopted Level of Service Standards. Refer to the Land Development Code for the **requirements of a Transportation Study.**

1. Determine the number of trips generated by the proposed project during the **PM PEAK** hour using the most recent edition of the ITE "Trip Generation" report with no adjustments for internal capture or passerby trips. **Include your calculation(s) here:** see attached traffic study.
2. If the total number of trips is equal to or greater than 50 trips, then a transportation study shall be prepared. The report shall be signed and/or sealed by either a registered professional engineer or a member of the American Institute of Certified Planners.
  - a. If no study is required, the applicant is required to provide only the existing directional **PM PEAK** hour traffic volumes and level of service for the roadways link to which project driveways connect. This information shall include project traffic. **Provide this information here:** \_\_\_\_\_.
  - b. The data shall be in conformance with Notes 3a and 3b of "Existing Conditions" contained in the Land Development Code.
3.
  - a. Existing directional **PM PEAK** hour traffic volumes and LOS on all existing collectors/arterials in study area. **Provide information here:** \_\_\_\_\_.
  - b. Existing turning movement volumes at the impacted intersection(s) and intersection LOS.

**Process:**

A pre-application meeting will be held with City Staff to ensure the application is complete. Applications must be submitted on Friday by 10:00 am. Once deemed complete, the application will be scheduled for review by the Development Review Committee (DRC). The DRC will review the application for compliance with codes and regulations. Changes may be suggested and additional reviews by the DRC may be necessary. Following the DRC, the case will be scheduled for review by the Land Development Review Board (LDRB) and City Council.

The hearing process to review this application is considered quasi-judicial and operates much like a court of law. The LDRB and City Council members act in a similar capacity as a judge and must govern themselves in accordance with the basics of due process in making decisions. Contact with any of these members about my application should be avoided. These members have been instructed to avoid all such conversations with applicants or people in opposition to or support of any Land Use Plan Amendment. Decisions will be made based on evidence and testimony that is presented at scheduled public hearings and not on information gathered outside of these hearings.

**Attendance at meetings:**

The applicant or applicant's representative needs to be present at all meetings including DRC, LDRB and/or City Council. Call Development Department Staff at 727-853-1039 to find out when this case will be scheduled for these meetings.

**Submittal Information Authorization to visit the property:**

Site visits to the property by City representatives are essential to process this application. The Owner/Applicant, as notarized below, hereby authorizes the City representatives to visit, photograph and post a notice on the property described in this application.

Authorization for owner's representative(s):

I Crafted Milestone LLC, the owner, hereby authorize T. Phillip Carlyle to act as my representative(s) in all matters pertaining to the processing and review of this application, including modifying the project. I agree to be bound by all representations and agreements made by the designated representative.

Signature of Current Property Owner(s): [Signature]

Date: 10-18-2023

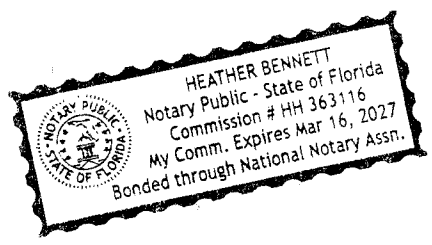
Subscribed and sworn to before me this 18<sup>th</sup> day of October, 2023

who is personally known to me and/or produced T. Phillip Carlyle as identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public: [Signature]

My Commission Expires: 3/16/27



Applicant's Affidavit:

I T. Phillip Carlyle, the owner or authorized representative, certify that I have read and understand the contents of this application. The information contained in this application, attached exhibits and other information submitted is complete and in all aspects true and correct, to the best of my knowledge. It is also acknowledged that the filing of this application does not constitute automatic approval of the request and, further, if the request is approved, I will obtain all necessary permits to comply with all applicable orders, codes, conditions, and rules and regulations pertaining to the use of the subject property. (Applications which are filed by corporations must bear the seal of the corporation over the signature of an officer authorized to act on behalf of the corporation.)

Signature of Owner or Authorized Representative: [Signature] Date: 10-18-2023

Subscribed and sworn to before me this 18<sup>th</sup> day of October, 2023

who is personally known to me and/or produced T. Phillip Carlyle as identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public: [Signature]

My Commission Expires: 3/16/27

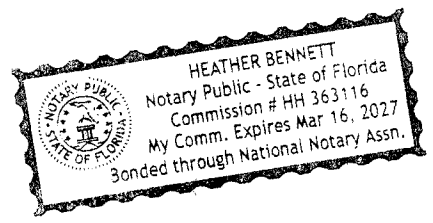


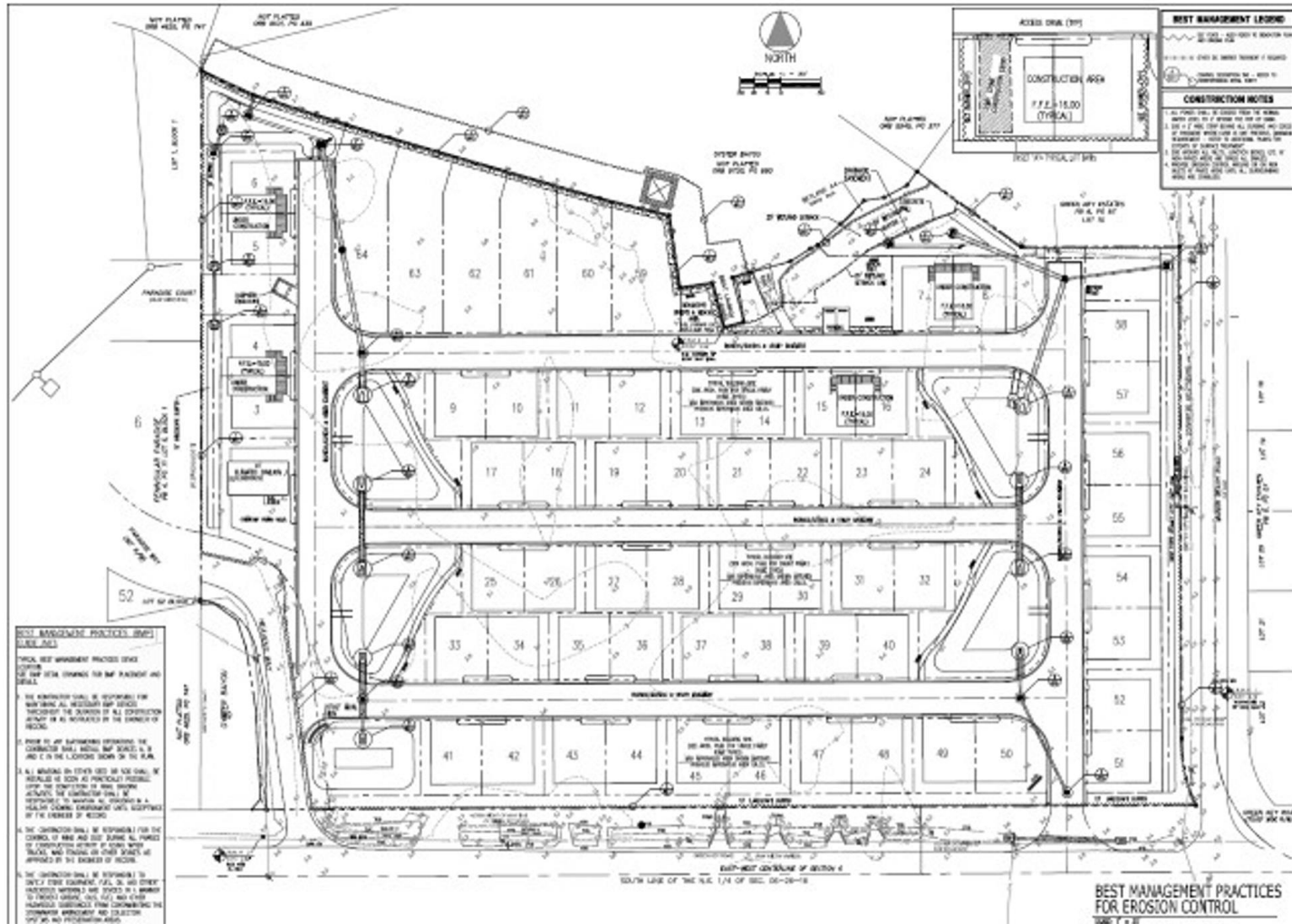
Table I: Estimated Sewage/Water Flows for Commercial Development:		
Type of Establishment		Gallons Per Day (GPD)
Airports		
	Per Passenger	5
	Add Per Employee (per 8 hour shift)	20
Barber and Beauty Shops		
	Per Chair	100
Bowling Alleys		
	Toilet Wastes Only per Lane	100
County Club		
	Per Resident	100
	Per Member	25
	Per Employee (per 8 hour shift)	20
Dentist Office		
	Per Wet Chair	200
	Per Non-Wet Chair	50
Doctor's Office		
	All Types	250
Factories - exclusive of industrial wastes (gallons per employee per 8 hour shift)		
	No Showers Provided	20
	Showers Provided	35
Food Service Operations		
	Ordinary Restaurant (per seat)	50
	24-hour Restaurant (per seat)	75
	Single Service Articles Only (per seat)	25
	Bar and Cocktail Lounge (per seat)	30
	Drive-In Restaurant (per car space)	50
	Carry-Out Only	
	Per 100 Square Feet of Floor Space	50
	Add Per Employee (per 8 hour shift)	20
Hotels and Motels		
	Regular (per room)	
	Result Hotels, Camps, Cottages (per person)	75
	Add For Self-Service Laundry Facilities (per machine)	400
Office Building		
	Per Employee, Per 8 Hour Shift	20
Service Station		
	Per Water Closet and Urinal	250
Shopping Center - Without Food or Laundry		
	Per Square Foot of Floor Space	.1
Stadium, Race Track, Ball Parks		
	Per Seat	5
Stores		
	Per Square Foot of Floor Space	.1
Swimming and Bathing Facilities - Public		
	Per Person	10
Theaters		
	Indoor, Auditoriums (per seat)	5
	Outdoor, Drive-Ins (per space)	10
Trailer or Mobile Home Park		
	Per Trailer Space	200
Travel Trailer or Recreational Vehicle Park		
	Overnight w/o water and sewer hook-up (per trailer space)	75
	Overnight with water and sewer hook-up (per trailer space)	100

Table II: Estimated Sewage/Water Flows for Institutional Development:		
Type of Establishment		Gallons Per Day (GPD)
Churches		
	Per Seat	3
Hospitals (does not include kitchen wastewater flows)		
	Per Bed	200
Nursing Homes/Rest Homes (does not include kitchen wastewater flow)		
	Per Bed	100
Parks - Public Picnic		
	With Toilets Only (per person)	5
	With Bathhouses, Showers and Toilets (per person)	10
Schools (per person)		
	Day-Type	15
	Add For Showers	5
	Add For Cafeteria	5
	Add For Day School Workers	15
	Boarding Type	75
Work or Construction Camps - Semi Permanent		
	Per Worker	50





# Proposed Site Plan





LAND DEVELOPMENT REVIEW BOARD - MINUTES  
CITY OF NEW PORT RICHEY  
NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS  
5919 MAIN STREET, NEW PORT RICHEY, FLORIDA  
May 16, 2024  
2:00 PM

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Chairman John Grey called the May 16, 2024 Land Development Review Board (LDRB) public meeting and hearing to order at 2:22 pm.

Mr. Grey led the pledge of allegiance.

Mr. Grey requested a roll call of members present be conducted and Lisa Algieri stated the following persons were in attendance constituting a quorum.

Members in Attendance

John Grey  
Alan Safranek  
Robert Smallwood  
Beverly Barnett  
George Romagnoli

Staff in Attendance

Lisa Algieri, Senior Planner  
Corey Holycross, Planner

Mr. Smallwood made a motion to approve the minutes as presented. Mr. Safranek seconded the motion. The motion was approved unanimously.

**Case: Rezoning – Cottages at Oyster Bayou**

Lisa Algieri presented the staff report. She informed the board that there is a request to rezone the property from Planned Development District (PDD) to PDD with an amended site plan. She reported that the current owners desired to allow a combination of attached and detached single family homes to be built on the lots. The site plan would also allow a clubhouse to be built on lots 1 & 2 and the area along the north side of the property on the water to be replated. Adoption of the new site plan includes additional development standards for the individual lots.

Developers Matt McQueen and Phillip Carlyle were present to answer questions.

Residents in the neighboring area did speak on the matter. Mrs. Cheryl Orchard spoke of the flooding in the area and that the swales on the east side of the development were incomplete.

Mr. Carlyle informed the board that they recently discovered the missing swales and that his contractor would be on-site the following week to correct the matter. Gary Blum asked that the city coordinate with the county on improvements to Green Key Road.

Mr. Ron Orchard asked that sidewalks should be built along Green Key Road. Mr. McQueen informed the board that sidewalks are included in the plans for their development. Another resident asked about the use of the boat ramp for air boats. He was informed that the boat ramp is for residents only.

The board members discussed the development standards and the merits of the developments.

Mr. Smallwood made a motion to recommend approval of the rezoning request. Mrs. Barnett seconded the motion. The motion was approved unanimously 5-0.

**Case: Replat - Cottages at Oyster Bayou**

Lisa Algiere presented the staff report. She informed the board that the developers are requesting to replat the subdivision to allow 6 additional lots on the north side of the property. The additional lots would still keep the density below the maximum allowed of 66.

Mr. Safranek made a motion to recommend approval of the replat. Mr. Romagnoli seconded the motion. The motion was approved unanimously 5-0.

**Case: Ordinance – Storage as Conditional Use in C-2**

Lisa Algiere presented the staff report. She informed the board that the city council was sending the matter back to the LDRB for reconsideration. The original recommendation was for indoor storage. The city council denied a land use and rezoning request in a C-2 district for Light Industrial for the purpose of outdoor storage. The city council expressed a desire to amend the Land Development Code to allow the use in C-2.

Ms. Algiere presented the staff recommendation of conditions to be placed on indoor and outdoor storage in the C-2 district. There was concern about the type of vehicles that would be stored and the requirement to require fencing around an indoor facility.

Mr. Safranek made a motion to recommend approval of the draft ordinance with the condition that fencing around an indoor facility is removed and that only boats, RVs and operable vehicles are allowed. Mr. Smallwood seconded the motion. The motion was approved unanimously 5-0.

Meeting adjourned at 2:55 pm



# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

**TO:** City of New Port Richey City Council

**FROM:** Debbie L. Manns, ICMA-CM, City Manager

**DATE:** 9/3/2024

**RE:** Board Appointment: Carol Kinnard, Historic Preservation Board

**REQUEST:**

The request is for City Council to approve the appointment of Carol Kinnard to the Historic Preservation Board.

**DISCUSSION:**

On August 19, 2024, Ms. Carol Kinnard submitted an application seeking membership on the Historic Preservation Board. To qualify to serve on this board, a candidate must be a current city resident and preferably have knowledge of architecture, history, and/or the historical or architectural development of the City, or at minimum, have a deep concern for historic preservation, development and enhancement of the City's historical resources. Having experience in the following disciplines is preferred: architecture, history, architectural history, planning, art history, archaeology, American studies, American civilization, cultural geography, cultural anthropology, real estate, building construction, or other historic preservation related disciplines. If approved, Ms. Kinnard's term would be for three years and would be up for renewal on September 3, 2027.

**RECOMMENDATION:**

Staff recommends that City Council approve the appointment of Carol Kinnard to the Historic Preservation Board and accept the updated membership roster as submitted.

**BUDGET/FISCAL IMPACT:**

No funding is required for this item.

**ATTACHMENTS:**

Description	Type
□ Application - Carol Kinnard	Backup Material
□ Updated Historic Preservation Board Roster	Backup Material

# Board and Committee Membership Application

City of New Port Richey  
5919 Main Street  
New Port Richey, FL 34652  
(727) 853-1016  
www.citynpr.org



## Applicant Information

Name CAROL KINNARD  
Street Address 6828 RIVER ROAD  
City, State, Zip NEW PORT RICHEY, FL, 34652  
Home Phone N/A  
Alternate Phone 727-809-0184  
E-Mail Address CAROL@CAROLKINNARD.COM  
(attach copy of DL for residency verification)

## Boards and Committees

Please describe why you are interested in serving on a board or committee for the City of New Port Richey:

Have lived in West Pasco since 1972; currently living within the city of New Port Richey. As a commercial reactor, I have been involved in the growth of the city and surrounding area. The growth and involvement within the city is important. Knowing the past and enjoying the current is vital to the future!

Please choose which board or committee you are interested in serving on:

- Cultural Affairs Committee (meets on the third Wednesday of each month)
- Environmental Committee (meets on the second Monday of each month)
- Firefighters Pension Board (meets on a quarterly basis)
- Flood Risk and Preparedness Public Information Committee (to be determined)
- Historic Preservation Board (to be determined)
- Land Development Review Board (meets on the fourth Thursday of the month)
- Library Advisory Board (meets on the fourth Monday of the month)
- Parks and Recreation Advisory Board (meets on the second Tuesday of the month)
- Police Pension Board (meets on the fourth Tuesday of the month)

Have you attended any meetings of the board or committee on which you want to serve?

Yes       No      If yes, how many have you attended? ONE

**Previous Board or Committee Experience**

Have you ever served on a board or committee with any governmental unit? If so, please describe:

Served on Pasco County's <sup>1</sup> Metropolitan Planning Organization. <sup>2</sup> School Planning which generated "Place" program now called Pasco Learning and Activity Centers of Enrichment. served on ~~the~~ New Port Richey Community Redevelopment Agency; served on Pasco Brownfield Citizens Advisory Board.

**Previous Volunteer or Community Service Experience**

Summarize your previous volunteer or community service experience.

Past President of Port Richey Rotary Club and Trinity Rotary Club; Past President of West Pasco Board of Realtors; Served as Florida Realtors Key Contact to former Senator Wilton Simpson. Served on former West Pasco Chamber of Commerce in leading position as Treasurer.

**Special Skills, Interests and/or Qualifications**

Summarize special skills, interests and/or qualifications you possess which you feel would be beneficial to the board or committee you are applying for membership to.

Former community banks, serving as COO and CFO, Sr. V.P.; helped organize Citizens National Bank and Trust in Port Richey; Served as President of Senior Graduate School of Banking in Delaware 1994 (thesis: mark to market of Financial Instruments); Serve as part of financial committee of West Pasco Board of Realtors.

**Employment/Experience**

Job Title: (Past)	Currently with	Employer:
COO/CFO	Hold Thysson RE	GulfStream Community Bank
Address Line 1:	Address Line 2:	
6820 River Road		
City:	State:	
New Port Richey	FL	
Zip Code:	County:	
34652	Pasco	
Work Phone:	Cell Phone:	
N/A	727-809-0184	

Professional licenses held:

Real Estate Sales Associate #SL 3209678 (FL)  
Carol L. Kinnard, PA

Previous employment or experience:

Gulf Stream Community Bank, Republic Bank, Citizens National Bank and Trust, Metropolitan Bank

Memberships in professional, civic organizations or government boards or committees:

Rotary Club of Trinity, Foundation Committee of Rotary Club, Chair of Scholarship Committee of Rotary Club, West Pasco Board of Realtors; Pasco County Brownfield Committee

Personal References

Please provide three (3) references other than relatives. List name, phone number and relationship to you.

Name (printed)	Phone Number	Relationship
Chopper Davis	727-255-9135	Friend
Sammye Copeland	727-848-8507	Executive West Pasco Board of Realtors
Michdel Peters	727-992-8109	Neighborhood Friend

Eligibility Verification

To serve on the majority of the City's Boards or Committees you must either be a current resident of the city, own a business within the city limits, and a current registered voter. The qualifications to serve on the Flood Risk and Preparedness Public Information Committee and Historic Preservation Board are outlined in their specific ordinance located at [https://library.municode.com/fl/new\\_port\\_richey/codes/code\\_of\\_ordinances](https://library.municode.com/fl/new_port_richey/codes/code_of_ordinances). Please check all that apply.

I currently live within the city limits.

I am a registered voter in Florida

I meet the qualifications to serve on the Flood Risk and Preparedness Public Information Committee

I own a business within the city limits (attach copy of voter identification card)

I meet the qualifications to serve on the Historic Preservation Board



Have you ever been convicted, pleaded guilty or no lo contendere to any criminal offense? (A yes answer to the above question does not automatically preclude you from being considered. The circumstances, timeframe and relevant factors are considered on an individual basis.)

Yes  No

If yes, please explain (including date):

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a Board or Committee member, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)

Carol Lynn Kinnard

Signature

Carol Lynn Kinnard

Date

August 19, 2024

### Selection Process

Once your application has been reviewed and your eligibility to serve has been verified, you will be contacted by the City Clerk to appear at an upcoming City Council meeting so that Council may address any questions they may have regarding your application.

### Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us. Please return the completed form back to Judy Meyers, City Clerk, City of New Port Richey, 5919 Main Street, New Port Richey, Florida, 34652. You may also send it via e-mail to [meyersj@cityofnewportrichey.org](mailto:meyersj@cityofnewportrichey.org). If you have any questions or need any further information please contact the City Clerk's Office at (727) 853-1021.

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### FOR INTERNAL USE ONLY:

Date Application Received:

8/19/24

Type of Application:

New Member

Renewal



## CITY OF NEW PORT RICHEY BOARDS/COMMITTEES Historic Preservation Board

The Board shall consist of nine (9) members and two (2) alternate members, all of whom shall be residents of the City of New Port Richey. Initial appointments shall be as follows: five (5) members shall be appointed for initial terms of two (2) years; and six (6) members shall be appointed for initial terms of three (3) years. Thereafter, all appointments shall be made for terms of three (3) years.

1. **Bob Langford** **Through 08.01.2027**  
5603 Wyoming Avenue  
New Port Richey, FL 34652  
(h) 727-842-5314  
(w) 727-849-6004  
[boblangford@gmail.com](mailto:boblangford@gmail.com)
2. **Frank Starkey** **Through 08.01.2027**  
5988 Central Avenue  
New Port Richey, FL 34652  
(h) 813-294-8029  
[starkey.f@gmail.com](mailto:starkey.f@gmail.com)
3. **Bonnie Martin** **Through 08.06.2027**  
6030 Oak Ridge Avenue  
New Port Richey, FL 34653  
(c) 727-919-4684  
[bonniemmartin@gmail.com](mailto:bonniemmartin@gmail.com)
4. **Beva Stevenson Karay** **Through 08.06.2027**  
5719 Lafayette Street  
New Port Richey, FL 34652  
(c) 727-534-5233  
[beva1@tampabay.rr.com](mailto:beva1@tampabay.rr.com)
5. **Carol Kinnard** **Through 09.03.24**  
6828 River Road  
New Port Richey, FL 34652  
(c) 727-809-0184  
[carol@carolkinnard.com](mailto:carol@carolkinnard.com)
6. **Open**
7. **Open**
8. **Open**
9. **Open**

**Alternates (2):**

**1. Kelly Smallwood**

**Through 08.01.2027**

7124 Meighan Court  
New Port Richey, FL 34652  
(h) 727-845-4731  
[smallwood.kelly@gmail.com](mailto:smallwood.kelly@gmail.com)

**2. John Kane**

**Through 08.06.2027**

6041 Florida Avenue  
New Port Richey, FL 34653  
(h) 727-845-0927  
(c) 727-247-6123  
[jboy5286@gmail.com](mailto:jboy5286@gmail.com)

Staff Liaison: TBD

**Sec. 18.01.05. Creation of a Historic Preservation Board.**

A. *Creation / Organization.* There is hereby created a board whose title shall be the "New Port Richey Historic Preservation Board". The Board shall be vested with the power, authority and jurisdiction to regulate and administer historical, archaeological and architectural resources in the City and to recommend resources for historic designation to the City Council, as herein prescribed under the direction, jurisdiction and legislative control of the City Council. The Board shall be provided with such administrative assistance from the City staff as may be available and deemed necessary to enable the Board to perform the functions assigned under this Historic Preservation Code. When professional services or more expertise, knowledge or assistance is required than is available from city staff, the Board may request authorization to procure such outside services, but engagement of such outside services shall only occur upon receipt of prior authorization by the City Council, unless an independent budget or funding source has been established for the Board.

B. *Position Within the City of New Port Richey.* The Board shall be part of the City's Development Department of the City of New Port Richey.

C. *Membership.* The Board shall consist of nine (9) members and two (2) alternate members, all of whom shall be residents of the City of New Port Richey and appointed by the City Council. The alternates will serve as a members in the absence of a regular appointed member. Members shall serve without compensation, but may receive reimbursement for travel expenditures in accordance with the Florida Statutes, provided prior approval has been granted by the City Council.

D. *Qualifications.* Members of the Board shall preferably have knowledge of architecture, history, and/or the historical or architectural development of the City, or at minimum, have a deep concern for historic preservation, development and enhancement of the City's historical resources. To the extent available in the community, the City Council shall appoint professional members from the disciplines of architecture, history, architectural history, planning, art history, archaeology, American studies, American civilization, cultural geography, cultural anthropology, real estate, building construction, or other historic preservation related disciplines. Persons who have demonstrated experience, special interest, or knowledge in history, architecture or related disciplines shall make up the balance of the board when such professionals are not available for appointment to the Board.

E. *Terms of Office.* The members of the Board shall serve overlapping terms of three (3) years. In order to achieve staggered terms, initial appointments shall be as follows:

1. five (5) members shall be appointed for initial terms of two (2) years; and
2. six (6) members shall be appointed for initial terms of three (3) years.

Thereafter, all appointments shall be made for terms of three (3) years. Members shall continue in office until the expiration of their terms and an appointment of a successor. Members may also be re-appointed on the expiration of their term upon prior request and acceptance of reappointment. Members appointed to fill a vacancy shall serve the remainder of the un-expired term and remain eligible for reappointment for full additional and consecutive terms.

F. *Officers.* Members of the Board shall elect officers from among the Members to serve as Chairman and Vice Chairman for a period of one year, with the election of officers being held at the first regular meeting of each year. An officer may serve in the same capacity for as many terms as said officer is elected by the members of the Board.

G. *Vacancies.* Vacancies on the Board caused by the expiration of a term, resignation, removal, death, or repeated or permanent absence from the City or meetings, or by incapacity of a member, shall be filled by an appointment within sixty (60) days by the City Council, whenever possible. If available, vacancies shall be filled from the alternate positions.

H. *Removal.* Members may be removed from the Board only by a 5:4 vote of the entire membership of the City Council. Notwithstanding the foregoing, whenever a Member of the Board shall fail to attend 2 of 3 consecutive meetings, without cause accepted by a majority vote of the Board as an excused absence, or without prior approval of the Chairman, the Board shall declare the Member's seat vacant, and petition the City Council for the appointment of a new Member to fill the vacancy.

I. *Rules of Procedure.* The Board shall make and prescribe such rules and regulations reasonably necessary and appropriate for the proper administration and enforcement of the provisions of this Article. Such rules and regulations shall conform to the provisions of this Article and shall govern and control procedures, hearings and actions of the Board. No such rules and regulations shall become effective until a public hearing has been held upon the proposed rules and regulations by the Board, and the same has been approved by the City Council and filed with the City Clerk so as to be available for public inspection. Amendments shall be adopted in a like manner. Upon approval by the City Council, such rules and regulations shall have the full force and effect of law within the City.

J. *Meetings, Notices and Records.* The Board may meet as often as bi-weekly, shall hold regular monthly meetings as necessary, and is required to meet at least four (4) times per year. The Board may also hold special meetings as the Board may determine. All meetings of the Board shall be open to the public. Notice of meetings shall be publicly announced and have a previously advertised agenda. Five (5) members shall constitute a quorum for the purposes of holding meetings, transacting business, and voting on issues of the agenda. No recommendations or formal action of the Board shall be taken without an approval by a majority vote of those voting at a public-forum meeting in which a proper quorum exists. Failure to receive a majority vote of those voting shall act as a denial by the Board. The Board shall keep minutes and other records that shall be open to public inspection. The Board shall also maintain an inventory of all historic places, structures, buildings, sites, objects, and signs over fifty (50) years of age or older with duplicate information sent to the State Historic Preservation Office. All meetings and records shall comply with the State of Florida Government in the Sunshine Laws.



# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

**TO:** City of New Port Richey City Council  
**FROM:** Debbie L. Manns, ICMA-CM, City Manager  
**DATE:** 9/3/2024  
**RE:** Board Appointments: Flood Risk and Preparedness Public Information Committee

## REQUEST:

The request is for City Council to appoint the following individuals as members of the Flood Risk and Preparedness Public Information Committee:

- Tammy Ledford
- Judy Meyers
- Dell deChant
- Allan Safranek, III
- Mike Peters
- Ashley Tharp
- Billy Fernandez

## DISCUSSION:

On July 2, 2024 City Council adopted an ordinance which established the Flood Risk and Preparedness Public Information Committee with the purpose of offering advisory opinions and recommendations to the City Council on best practices for information dissemination regarding flood risk and emergency preparedness.

The duties and functions of the Flood Risk and Preparedness Public Information Committee are as follows:

- To serve as the advisory committee to the city council for information dissemination to residents and business owners regarding flood risk, emergency preparedness, and flood resiliency;
- To complete an initial review and recommend adoption of the city's Program for Public Information, as defined and in accordance with the Community Rating System Manual;
- To conduct a minimum of two (2) public meetings to assess the city's public information needs and to review and recommend to the city council the Program for Public Information;
- To conduct meetings from time to time, at least one (1) time per calendar year, to review, revise, and recommend modifications to the Program for Public Information as necessary;
- To participate as a stakeholder in public information efforts through event attendance and outreach projects relating to flood risk; and
- To serve, as-needed, as an advisory committee to the city council for other activities necessary to improve the city's status in the Community Rating System of the National Flood Insurance Program, in accordance with the Community Rating System Manual.

Per the ordinance provisions, the committee shall have a minimum of seven (7) members, of which at least one (1) member will be from the city's floodplain management office and one (1) member from the city's public information office. The remaining stakeholder members shall include, but not be limited to, floodplain residents, insurance agents that service the city, developers and contractors that operate in the city, environmental organization members, realtors that service the city, emergency responders, and business organizations within the city.

Since the adoption of the ordinance, staff has received five applications which are being presented to City Council for their consideration. The ordinance calls for the staggering of terms therefore staff is proposing the

following:

- Two Year Terms:
  1. Tammy Ledford, City Employee, Floodplain Management Office
  2. Judy Meyers, City Employee, Public Information Office
  3. Dell deChant, Environmental Committee Chair/Environmental Organization Member
  4. Allan Safranek, III, Floodplain Resident and local realtor
  5. Mike Peters, Floodplain Resident/Insurance Agent that Services the City
  
- One Year Terms
  1. Ashley Tharp, Insurance Agent that Services the City
  2. Billy Fernandez, Floodplain Business Owner - Seafire Grill

**RECOMMENDATION:**

Staff recommends that City Council appoint the following individuals as members of the Flood Risk and Preparedness Public Information Committee:

- Tammy Ledford
- Judy Meyers
- Dell deChant
- Allan Safranek, III
- Mike Peters
- Ashley Tharp
- Billy Fernandez

It is further recommended by staff that City Council accept the attached membership roster.

**BUDGET/FISCAL IMPACT:**

No funding is required for this item.

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Application - Dell deChant	Backup Material
<input type="checkbox"/> Application Allan Safranek, III	Backup Material
<input type="checkbox"/> Application - Mike Peters	Backup Material
<input type="checkbox"/> Application - Ashley Tharp	Backup Material
<input type="checkbox"/> Application - Billy Fernandez	Backup Material
<input type="checkbox"/> Flood Risk and Preparedness Public Information Committee Membership Roster	Backup Material

# Board and Committee Membership Application

City of New Port Richey  
5919 Main Street  
New Port Richey, FL 34652  
(727) 853-1016  
www.citynpr.org



## Applicant Information

Name Dell deChant  
Street Address 6119 Illinois Ave  
City, State, Zip New Port Richey, FL 34653  
Home Phone 727 849 1626  
Alternate Phone \_\_\_\_\_  
E-Mail Address ddechant@tampabay.rr.com  
(attach copy of DL for residency verification)

## Boards and Committees

Please describe why you are interested in serving on a board or committee for the City of New Port Richey:

Request from Tammy Ledford, Development Technician  
City of New Port Richey

Please choose which board or committee you are interested in serving on:

- Cultural Affairs Committee (meets on the third Wednesday of each month)
- Environmental Committee (meets on the second Monday of each month)
- Firefighters Pension Board (meets on a quarterly basis)
- Flood Risk and Preparedness Public Information Committee (to be determined)
- Historic Preservation Board (to be determined)
- Land Development Review Board (meets on the fourth Thursday of the month)
- Library Advisory Board (meets on the fourth Monday of the month)
- Parks and Recreation Advisory Board (meets on the second Tuesday of the month)
- Police Pension Board (meets on the fourth Tuesday of the month)

Have you attended any meetings of the board or committee on which you want to serve?

Yes  No If yes, how many have you attended? \_\_\_\_\_

**Previous Board or Committee Experience**

Have you ever served on a board or committee with any governmental unit? If so, please describe:

Environmental Committee. LDRC.

**Previous Volunteer or Community Service Experience**

Summarize your previous volunteer or community service experience.

Chair of Environmental Committee for 5 years. Member for 10 years.

**Special Skills, Interests and/or Qualifications**

Summarize special skills, interests and/or qualifications you possess which you feel would be beneficial to the board or committee you are applying for membership to.

Policy Research. Writing. Administration. Smart

**Employment/Experience**

Job Title: Professor (retired)	Employer: University of South Florida
Address Line 1: 4202 Fowler Ave	Address Line 2:
City: Tampa Florida	State:
Zip Code: 33620 Hillsborough	County:
Work Phone: No phone	



Professional licenses held:

none

Previous employment or experience:

Professor. Researcher. Scholar. Author

Memberships in professional, civic organizations or government boards or committees:

numerous: NPR FarmNet, Pasco FPC, NPR Environmental Committee,

**Personal References**

Please provide three (3) references other than relatives. List name, phone number and relationship to you.

Name (printed)	Phone Number	Relationship
Debbie Manns.	City Office	Professional Colleague
Andrea Figart	City Office.	Professional Colleague
Kelly Hackman.	White Heron	Professional Colleague

**Eligibility Verification**

To serve on the majority of the City's Boards or Committees you must either be a current resident of the city or own a business within the city limits, and a current registered voter. The qualifications to serve on the Flood Risk and Preparedness Public Information Committee and Historic Preservation Board are outlined in their specific ordinance located at [https://library.municode.com/fl/new\\_port\\_richey/codes/code\\_of\\_ordinances](https://library.municode.com/fl/new_port_richey/codes/code_of_ordinances). Please check all that apply.

- I currently live within the city limits.
- I am a registered voter in Florida
- I meet the qualifications to serve on the Flood Risk and Preparedness Public Information Committee

- I own a business within the city limits (attach copy of voter identification card)
- I meet the qualifications to serve on the Historic Preservation Board

Have you ever been convicted, pleaded guilty or no lo contendere to any criminal offense? (A yes answer to the above question does not automatically preclude you from being considered. The circumstances, timeframe and relevant factors are considered on an individual basis.)

Yes  No

If yes, please explain (including date):

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a Board or Committee member, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed) Dell deChant

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Selection Process

Once your application has been reviewed and your eligibility to serve has been verified, you will be contacted by the City Clerk to appear at an upcoming City Council meeting so that Council may address any questions they may have regarding your application.

### Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us. Please return the completed form back to Judy Meyers, City Clerk, City of New Port Richey, 5919 Main Street, New Port Richey, Florida, 34652. You may also send it via e-mail to [meversj@cityofnewportrichey.org](mailto:meversj@cityofnewportrichey.org). If you have any questions or need any further information please contact the City Clerk's Office at (727) 853-1021.

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### FOR INTERNAL USE ONLY:

Date Application Received: \_\_\_\_\_

Type of Application:    New Member                      Renewal

# Board and Committee Membership Application

City of New Port Richey  
5919 Main Street  
New Port Richey, FL 34652  
(727) 853-1016  
www.citynpr.org



## Applicant Information

Name

Allan G. Safranek III

Street Address

5431 Foley Square

City, State, Zip

New Port Richey, FL 34652

Home Phone

727-992-1292

Alternate Phone

E-Mail Address

allan3@tampabay.fl.com

(attach copy of DL for residency verification)

## Boards and Committees

Please describe why you are interested in serving on a board or committee for the City of New Port Richey:

I Live in a High Flood Risk Zone and I'm a Local real estate broker. I would like the opportunity to be informed and be able to disseminate that information to the public.

Please choose which board or committee you are interested in serving on:

- Cultural Affairs Committee (meets on the third Wednesday of each month)
- Environmental Committee (meets on the second Monday of each month)
- Firefighters Pension Board (meets on a quarterly basis)
- Flood Risk and Preparedness Public Information Committee (to be determined)
- Historic Preservation Board (to be determined)
- Land Development Review Board (meets on the fourth Thursday of the month)
- Library Advisory Board (meets on the fourth Monday of the month)
- Parks and Recreation Advisory Board (meets on the second Tuesday of the month)
- Police Pension Board (meets on the fourth Tuesday of the month)

Have you attended any meetings of the board or committee on which you want to serve?

Yes

No

If yes, how many have you attended? \_\_\_\_\_

**Previous Board or Committee Experience**

Have you ever served on a board or committee with any governmental unit? If so, please describe:

I currently serve on the LDRB.

**Previous Volunteer or Community Service Experience**

Summarize your previous volunteer or community service experience.

I currently serve on the LDRB.

**Special Skills, Interests and/or Qualifications**

Summarize special skills, interests and/or qualifications you possess which you feel would be beneficial to the board or committee you are applying for membership to.

I am a local real estate broker and I deal with a lot of flood risk properties. The more knowledge I obtain from this committee, I can then pass that along to the community.

**Employment/Experience**

Job Title:

Broker

Employer:

Richey Realty, Inc.

Address Line 1:

7000 US HWY 19

Address Line 2:

City:

New Port Richey

State:

FL

Zip Code:

34652

County:

Pasco

Work Phone:

727-849-1000

Professional licenses held:

Real Estate Broker  
Certified Real Estate Residential Appraiser

Previous employment or experience:

N/A

Memberships in professional, civic organizations or government boards or committees:

LDRB

**Personal References**

Please provide three (3) references other than relatives. List name, phone number and relationship to you.

Name (printed)	Phone Number	Relationship
Jeff Starkey	727-389-5784	Friend
Gary Blackwell	727-842-2571	Friend
Sims Henry	727-863-8471	Friend

**Eligibility Verification**

To serve on the majority of the City's Boards or Committees you must either be a current resident of the city or own a business within the city limits, and a current registered voter. The qualifications to serve on the Flood Risk and Preparedness Public Information Committee and Historic Preservation Board are outlined in their specific ordinance located at [https://library.municode.com/fl/new\\_port\\_richey/codes/code\\_of\\_ordinances](https://library.municode.com/fl/new_port_richey/codes/code_of_ordinances). Please check all that apply.

- I currently live within the city limits.
- I am a registered voter in Florida
- I meet the qualifications to serve on the Flood Risk and Preparedness Public Information Committee
- I own a business within the city limits (attach copy of voter identification card)
- I meet the qualifications to serve on the Historic Preservation Board

Have you ever been convicted, pleaded guilty or no lo contendere to any criminal offense? (A yes answer to the above question does not automatically preclude you from being considered. The circumstances, timeframe and relevant factors are considered on an individual basis.)

Yes  No

If yes, please explain (including date):

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a Board or Committee member, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed) Allan G. Safranek III  
Signature [Handwritten Signature]  
Date 7/11/2024

### Selection Process

Once your application has been reviewed and your eligibility to serve has been verified, you will be contacted by the City Clerk to appear at an upcoming City Council meeting so that Council may address any questions they may have regarding your application.

### Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us. Please return the completed form back to Judy Meyers, City Clerk, City of New Port Richey, 5919 Main Street, New Port Richey, Florida, 34652. You may also send it via e-mail to [meyersj@cityofnewportrichey.org](mailto:meyersj@cityofnewportrichey.org). If you have any questions or need any further information please contact the City Clerk's Office at (727) 853-1021.

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### FOR INTERNAL USE ONLY:

Date Application Received: \_\_\_\_\_

Type of Application:    New Member                      Renewal

# Board and Committee Membership Application

City of New Port Richey  
5919 Main Street  
New Port Richey, FL 34652  
(727) 853-1016  
www.citynpr.org



## Applicant Information

Name	Mike Peters
Street Address	6446 River Rd
City, State, Zip	New Port Richey
Home Phone	727-992-8109
Alternate Phone	727-862-3519
E-Mail Address	Mike6318@gmail.com

(attach copy of DL for residency verification)

## Boards and Committees

Please describe why you are interested in serving on a board or committee for the City of New Port Richey:

Would like to help the City make wise decisions in efforts to make Flood Insurance available to residents at a reasonable cost while allowing for economic development and redevelopment.

Please choose which board or committee you are interested in serving on:

- Cultural Affairs Committee (meets on the third Wednesday of each month)
- Environmental Committee (meets on the second Monday of each month)
- Firefighters Pension Board (meets on a quarterly basis)
- Flood Risk and Preparedness Public Information Committee (to be determined)
- Historic Preservation Board (to be determined)
- Land Development Review Board (meets on the fourth Thursday of the month)
- Library Advisory Board (meets on the fourth Monday of the month)
- Parks and Recreation Advisory Board (meets on the second Tuesday of the month)
- Police Pension Board (meets on the fourth Tuesday of the month)

Have you attended any meetings of the board or committee on which you want to serve?

Yes       No      If yes, how many have you attended? \_\_\_\_\_

**Previous Board or Committee Experience**

Have you ever served on a board or committee with any governmental unit? If so, please describe:

3+ years City of New Port Richey City Council  
Pasco County Tourist Development Council  
Pasco County Citizens Advisory Committee  
Pasco County Sign Ordinance Review Committee

**Previous Volunteer or Community Service Experience**

Summarize your previous volunteer or community service experience.

Congressman Gus Bilirakis Citizens Advisory Committee

**Special Skills, Interests and/or Qualifications**

Summarize special skills, interests and/or qualifications you possess which you feel would be beneficial to the board or committee you are applying for membership to.

35+ years Owner/operator of Insurance Agency helping people acquire Flood Insurance and understanding how rates are determined based on construction of their building

**Employment/Experience**

Job Title: Insurance Agent	Employer: Self
Address Line 1: 11315 Little Rd	Address Line 2:
City: New Port Richey	State: FL
Zip Code: 34654	County: Pasco
Work Phone: 727-862-3519	



Professional licenses held:

Florida Insurance Licenses:  
0214 - LIFE INCL VARIABLE ANNUITY  
0218 - LIFE & HEALTH  
0220 - GENERAL LINES (PROP & CAS)

Series 6 and FINRA registered

Previous employment or experience:

President and Owner of Mike Peters Insurance Agency since 1988 (A State Farm Insurance Agency)

Memberships in professional, civic organizations or government boards or committees:

Rotary Club of Hudson  
National Association Of Insurance and Financial Advisors

### Personal References

Please provide three (3) references other than relatives. List name, phone number and relationship to you.

Name (printed)	Phone Number	Relationship
Al Renedo	727-735-4672	Friend
Tim Holladay	727-243-7988	Friend
Chopper Davis	727-255-9135	Friend

### Eligibility Verification

To serve on the majority of the City's Boards or Committees you must either be a current resident of the city or own a business within the city limits, and a current registered voter. The qualifications to serve on the Flood Risk and Preparedness Public Information Committee and Historic Preservation Board are outlined in their specific ordinance located at [https://library.municode.com/fl/new\\_port\\_richey/codes/code\\_of\\_ordinances](https://library.municode.com/fl/new_port_richey/codes/code_of_ordinances). Please check all that apply.

- I currently live within the city limits.
- I am a registered voter in Florida
- I meet the qualifications to serve on the Flood Risk and Preparedness Public Information Committee

- I own a business within the city limits (attach copy of voter identification card)
- I meet the qualifications to serve on the Historic Preservation Board

Have you ever been convicted, pleaded guilty or no lo contendere to any criminal offense? (A yes answer to the above question does not automatically preclude you from being considered. The circumstances, timeframe and relevant factors are considered on an individual basis.)

Yes  No

If yes, please explain (including date):

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a Board or Committee member, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed) Mike Peters

Signature Michael Peters

Date 07/27/2024

### Selection Process

Once your application has been reviewed and your eligibility to serve has been verified, you will be contacted by the City Clerk to appear at an upcoming City Council meeting so that Council may address any questions they may have regarding your application.

### Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us. Please return the completed form back to Judy Meyers, City Clerk, City of New Port Richey, 5919 Main Street, New Port Richey, Florida, 34652. You may also send it via e-mail to [meyersj@cityofnewportrichey.org](mailto:meyersj@cityofnewportrichey.org). If you have any questions or need any further information please contact the City Clerk's Office at (727) 853-1021.

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#### FOR INTERNAL USE ONLY:

Date Application Received: \_\_\_\_\_

Type of Application:    New Member                      Renewal

# Board and Committee Membership Application

City of New Port Richey  
5919 Main Street  
New Port Richey, FL 34652  
(727) 853-1016  
www.citynpr.org



## Applicant Information

Name Ashley Tharp  
Street Address 6327 Cherry Blossom Trl  
City, State, Zip Gibsonton FL 33534  
Home Phone 727-599-5664  
Alternate Phone  
E-Mail Address adctharp@aol.com or ashley.tharp@wearefood.com  
(attach copy of DL for residency verification)

## Boards and Committees

Please describe why you are interested in serving on a board or committee for the City of New Port Richey:

I am interested in serving to assist on informing other about flood insurance. I have over 30 years of experience working in flood insurance and enjoy speaking on the topic to assist others in clarifying so they understand the product.

Please choose which board or committee you are interested in serving on:

- Cultural Affairs Committee (meets on the third Wednesday of each month)
- Environmental Committee (meets on the second Monday of each month)
- Firefighters Pension Board (meets on a quarterly basis)
- Flood Risk and Preparedness Public Information Committee (to be determined)
- Historic Preservation Board (to be determined)
- Land Development Review Board (meets on the fourth Thursday of the month)
- Library Advisory Board (meets on the fourth Monday of the month)
- Parks and Recreation Advisory Board (meets on the second Tuesday of the month)
- Police Pension Board (meets on the fourth Tuesday of the month)

Have you attended any meetings of the board or committee on which you want to serve?

Yes  No If yes, how many have you attended? several

### Previous Board or Committee Experience

Have you ever served on a board or committee with any governmental unit? If so, please describe:

I am currently serving on boards for Hillsborough and Pinellas County.  
Local Mitigation Strategy Working Group for Hillsborough County  
Local Mitigation Strategy Working Group for Pinellas County

### Previous Volunteer or Community Service Experience

Summarize your previous volunteer or community service experience.

With Pinellas County - I have served as one of their flood insurance advocates, presented on flood insurance topics to various audiences, and attended hurricane preparedness expos.  
With Hillsborough Co - I have assisted answering flood related questions for the flood plain coordinator.  
For ASFPM & FFMA - I present 1-4 hour training classes on Flood Insurance.

### Special Skills, Interests and/or Qualifications

Summarize special skills, interests and/or qualifications you possess which you feel would be beneficial to the board or committee you are applying for membership to.

Flood Insurance rating

### Employment/Experience

Job Title:

Corporate Agent Training Manager

Employer:

Wright Flood

Address Line 1:

93 Park Place Blvd

Address Line 2:

City:

Clearwater

State:

FL

Zip Code:

33759

County:

Pinellas

Work Phone:

727-248-8414

Professional licenses held:

Associate in Insurance Services  
Associate in Insurance  
Associate in National Flood Insurance  
Certified Floodplain Manager

Previous employment or experience:

I have been with Wright Flood since September of 2006. Wright Flood services flood insurance policies for residences and business in New Port Richey FL

Memberships in professional, civic organizations or government boards or committees:

Member of ASFPM  
Member of FFMA - serve as Insurance co-chair

### Personal References

Please provide three (3) references other than relatives. List name, phone number and relationship to you.

Name (printed)	Phone Number	Relationship
Lisa Foster	813-493-5857	Pinellas Co Floodplain Cordnator

### Eligibility Verification

To serve on the majority of the City's Boards or Committees you must either be a current resident of the city or own a business within the city limits, and a current registered voter. The qualifications to serve on the Flood Risk and Preparedness Public Information Committee and Historic Preservation Board are outlined in their specific ordinance located at [https://library.municode.com/fl/new\\_port\\_richey/codes/code\\_of\\_ordinances](https://library.municode.com/fl/new_port_richey/codes/code_of_ordinances). Please check all that apply.

- I currently live within the city limits.
- I am a registered voter in Florida
- I meet the qualifications to serve on the Flood Risk and Preparedness Public Information Committee

- I own a business within the city limits (attach copy of voter identification card)
- I meet the qualifications to serve on the Historic Preservation Board

Have you ever been convicted, pleaded guilty or no lo contendere to any criminal offense? (A yes answer to the above question does not automatically preclude you from being considered. The circumstances, timeframe and relevant factors are considered on an individual basis.)

Yes  No

If yes, please explain (including date):

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a Board or Committee member, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed) Ashley Tharp  
Signature *Ashley Tharp*  
Date 08/07/2024

### Selection Process

Once your application has been reviewed and your eligibility to serve has been verified, you will be contacted by the City Clerk to appear at an upcoming City Council meeting so that Council may address any questions they may have regarding your application.

### Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us. Please return the completed form back to Judy Meyers, City Clerk, City of New Port Richey, 5919 Main Street, New Port Richey, Florida, 34652. You may also send it via e-mail to [meyersj@cityofnewportrichey.org](mailto:meyersj@cityofnewportrichey.org). If you have any questions or need any further information please contact the City Clerk's Office at (727) 853-1021.

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### FOR INTERNAL USE ONLY:

Date Application Received: \_\_\_\_\_

Type of Application:    New Member                      Renewal

# Board and Committee Membership Application

City of New Port Richey  
5919 Main Street  
New Port Richey, FL 34652  
(727) 853-1016  
www.citynpr.org



## Applicant Information

Name Billy Fernandez  
Street Address 4920 South Shore Dr  
City, State, Zip New Port Richey, FL, 34652  
Home Phone 727-422-6665  
Alternate Phone \_\_\_\_\_  
E-Mail Address Billy Fernandez 67 @ Gmail.com  
(attach copy of DL for residency verification)

## Boards and Committees

Please describe why you are interested in serving on a board or committee for the City of New Port Richey:

Please choose which board or committee you are interested in serving on:

- Cultural Affairs Committee (meets on the third Wednesday of each month)
- Environmental Committee (meets on the second Monday of each month)
- Firefighters Pension Board (meets on a quarterly basis)
- Flood Risk and Preparedness Public Information Committee (to be determined)
- Historic Preservation Board (to be determined)
- Land Development Review Board (meets on the fourth Thursday of the month)
- Library Advisory Board (meets on the fourth Monday of the month)
- Parks and Recreation Advisory Board (meets on the second Tuesday of the month)
- Police Pension Board (meets on the fourth Tuesday of the month)

Have you attended any meetings of the board or committee on which you want to serve?

Yes     No    If yes, how many have you attended? \_\_\_\_\_

**Previous Board or Committee Experience**

Have you ever served on a board or committee with any governmental unit? If so, please describe:

NO

**Previous Volunteer or Community Service Experience**

Summarize your previous volunteer or community service experience.

NO

**Special Skills, Interests and/or Qualifications**

Summarize special skills, interests and/or qualifications you possess which you feel would be beneficial to the board or committee you are applying for membership to.

CONSTRUCTION, PLANNING & DEVELOPMENT

**Employment/Experience**

Job Title:

OWNER

Employer:

THE SURINE

Address Line 1:

5650 MAIN ST

Address Line 2:

City:

NEW PORT RICHEY

State:

FL

Zip Code:

34652

County:

PASCO

Work Phone:

727-422-6665



Professional licenses held:

NONE

Previous employment or experience:

OWNER OF -  
THE SOCIAL - 5650 Main  
SEAFIRE GRILL - 4927 US Hwy 19

Memberships in professional, civic organizations or government boards or committees:

NO

**Personal References**

Please provide three (3) references other than relatives. List name, phone number and relationship to you.

Name (printed)	Phone Number	Relationship

**Eligibility Verification**

To serve on the majority of the City's Boards or Committees you must either be a current resident of the city or own a business within the city limits, and a current registered voter. The qualifications to serve on the Flood Risk and Preparedness Public Information Committee and Historic Preservation Board are outlined in their specific ordinance located at [https://library.municode.com/fl/new\\_port\\_richey/codes/code\\_of\\_ordinances](https://library.municode.com/fl/new_port_richey/codes/code_of_ordinances). Please check all that apply.

- I currently live within the city limits.
- I am a registered voter in Florida
- I meet the qualifications to serve on the Flood Risk and Preparedness Public Information Committee

- I own a business within the city limits (attach copy of voter identification card)
- I meet the qualifications to serve on the Historic Preservation Board

Have you ever been convicted, pleaded guilty or no lo contendere to any criminal offense? (A yes answer to the above question does not automatically preclude you from being considered. The circumstances, timeframe and relevant factors are considered on an individual basis.)

Yes  No

If yes, please explain (including date):

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a Board or Committee member, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)

BILLY FERNANDEZ

Signature

*[Handwritten Signature]*

Date

8/12/2024

### Selection Process

Once your application has been reviewed and your eligibility to serve has been verified, you will be contacted by the City Clerk to appear at an upcoming City Council meeting so that Council may address any questions they may have regarding your application.

### Our Policy

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### FOR INTERNAL USE ONLY:

Date Application Received:

8/13/24

Type of Application:

New Member

Renewal



## CITY OF NEW PORT RICHEY BOARDS/COMMITTEES Flood Risk and Preparedness Public Information Committee

The Committee shall consist of a minimum of seven (7) members of which at least one (1) member shall be from the city's floodplain management office and one (1) member shall be from the city's public information office. Members of the committee shall serve terms of two (2) years. The city council shall designate at least two (2) members to serve an initial term of one (1) year to provide for staggered terms.

1. **Tammy Ledford** **Through September 3, 2026**  
City Employee  
Floodplain Management Office  
(727) 853-1047  
[ledfordt@cityofnewportrichey.org](mailto:ledfordt@cityofnewportrichey.org)
2. **Judy Meyers** **Through September 3, 2026**  
City Employee  
Public Information Office  
(727) 853-1021  
[meyersj@cityofnewportrichey.org](mailto:meyersj@cityofnewportrichey.org)
3. **Dell deChant** **Through September 3, 2026**  
Environmental Committee Chair  
Environmental Organization Member  
6119 Illinois Avenue  
New Port Richey, FL 34653  
(727) 849-1626  
[ddechant@tampabay.rr.com](mailto:ddechant@tampabay.rr.com)
4. **Allan Safranek, III** **Through September 3, 2026**  
Floodplain Resident  
5431 Foley Square  
New Port Richey, FL 34652  
(727) 992-1292  
[Allan2@tampabay.rr.com](mailto:Allan2@tampabay.rr.com)
5. **Mike Peters** **Through September 3, 2026**  
Floodplain Resident  
Insurance Agent that Services the City  
6446 River Rd.  
New Port Richey, FL 34652  
(727) 992-8109  
[Mike6318@gmail.com](mailto:Mike6318@gmail.com)
6. **Ashley Tharp** **Through September 3, 2025**  
Insurance Agent that Services the City

6327 Cherry Blossom Trail  
Gibson, FL 33534  
(727) 599-5664  
[adctharp@aol.com](mailto:adctharp@aol.com) or [ashley.tharp@weareflood.com](mailto:ashley.tharp@weareflood.com)

**7. Billy Fernandez**

**Through September 3, 2025**

Floodplain Business Owner – Seafire Grill  
4920 South Shore Drive  
New Port Richey, FL 34652  
(727) 422-6665  
[Billyfernandez67@gmail.com](mailto:Billyfernandez67@gmail.com)

Staff Liaison: Tammy Ledford and Alec Remiesiewicz

**DIVISION 6. - FLOOD RISK AND PREPAREDNESS PUBLIC INFORMATION COMMITTEE**

**Sec 2-100. - Created.**

The city council hereby creates the Flood Risk and Preparedness Public Information Committee. The purpose of the Flood Risk and Preparedness Public Information Committee is to offer advisory opinions and recommendations to the city council on best practices for information dissemination regarding flood risk and emergency preparedness. This committee will be in conformance with the Community Rating System Manual, including subsequent editions and amendments, from the Federal Emergency Management Agency for administration of the National Flood Insurance Program's Community Rating System.

**Sec. 2-101. - Duties and responsibilities.**

The duties and functions of the Flood Risk and Preparedness Public Information Committee shall be as follows;

- (a) To serve as the advisory committee to the city council for information dissemination to residents and business owners regarding flood risk, emergency preparedness, and flood resiliency;
- (b) To complete an initial review and recommend adoption of the city's Program for Public Information, as defined and in accordance with the Community Rating System Manual;
- (c) To conduct a minimum of two (2) public meetings to assess the city's public information needs and to review and recommend to the city council the Program for Public Information;
- (d) To conduct meetings from time to time, at least one (1) time per calendar year, to review, revise, and recommend modifications to the Program for Public Information as necessary;
- (e) To participate as a stakeholder in public information efforts through event attendance and outreach projects relating to flood risk; and
- (f) To serve, as-needed, as an advisory committee to the city council for other activities necessary to improve the city's status in the Community Rating System of the National Flood Insurance Program, in accordance with the Community Rating System Manual.

**Sec. 2-102. - Membership.**

- (a) Members of the Flood Risk and Preparedness Public Information Committee shall be comprised of both city staff and stakeholders. Stakeholders shall be those with a vested interest in the city.

- (b) The committee shall have at least one (1) member from the city's floodplain management office and one (1) member from the city's public information office.
- (c) The committee shall have a minimum of seven (7) members, and such additional members as appointed from time to time by the city council. At all times, the committee shall be comprised of no fewer than fifty percent stakeholder members. A quorum shall consist of a majority of members appointed from time to time by city council.
- (d) The city council shall seek to have stakeholder members include, but be not limited to, floodplain residents, insurance agents that service the city, developers and contractors that operate in the city, environmental organization members, realtors that service the city, emergency responders, and business organizations within the city.
- (e) Members of the committee shall serve terms of two (2) years. The city council shall designate at least two (2) members to serve an initial term of one (1) year to provide for staggered terms.
- (f) The city council shall select the committee members by a majority vote. The city council by a majority vote may remove any member with or without cause. A committee member who misses two (2) consecutive meetings shall be deemed to have resigned unless the absence is excused by a majority vote of the committee members present at a meeting of the committee.

**Sec. 2-103. - Officers.**

The voting members of the Flood Risk and Preparedness Public Information Committee shall elect one (1) of their members to serve as chairperson and one (1) of their members to serve as secretary. The secretary shall record minutes for each meeting of the committee. The secretary shall keep the original copy of the minutes and furnish a copy of the minutes to the city clerk. The chairperson shall submit an annual report to the city council of the committee's activities for the prior year.

**Sec. 2-104. - Voting authority.**

All members shall be entitled to be heard as to any business brought before the committee. Only members are entitled to vote on all matters before the committee. Members of the committee having a voting conflict of interest under Florida law shall abstain from voting as required.

**Sec. 2-105. - Meetings.**

All meetings of the committee shall be open to the public, pursuant to F.S. section 286.011. The time, date, place, and agenda of the meeting shall be posted by the city clerk in city hall one (1) week prior to the meetings unless an emergency exists. All meetings shall be conducted in accordance with Robert's Rules of Order. The chairperson shall allow public comment at the committee's meetings in a manner deemed appropriate by the chair.

**Sec. 2-106. – Compensation.**

The members of the committee shall serve without compensation but may receive reimbursement for travel expenditures in accordance with Florida law and the city's travel policy.



# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

**TO:** City of New Port Richey City Council

**FROM:** Andrea Figart, New Port Richey Public Library Director

**DATE:** 9/3/2024

**RE:** Request for Funding for Hispanic Heritage Month Cultural Event

**REQUEST:**

The request before City Council is to approve funding support in the amount of \$2,745.00, for a special event celebrating Hispanic Heritage Month on Sunday, September 22, 2024, at the Richey Suncoast Theatre.

**DISCUSSION:**

National Hispanic Heritage Month is annually observed to recognize the contributions and influence of Hispanic Americans to the history, culture, and achievements of the United States. This year, it is observed between September 15 through October 15, 2024.

To celebrate this year's National Hispanic Heritage Month and the contributions of the growing Latino community in the City of New Port Richey and neighboring area, funding is requested for a special presentation featuring live bolero music by local latino band, Innovation, and a Flamenco Dance Program performed by Maria Esparza and a team of Flamenco dancers from the Tampa Bay Flamenco Dance Company. From Seville, Spain, Esparza has over 30 years experience as the artistic dance director, and dancers have performed at the Columbian Restaurant and at other special events throughout Tampa.

Additionally, in-kind promotional, staffing, and coordination assistance will be provided by the library and the Richey Suncoast Theatre. If approved, the event will be held at the Richey Suncoast Theatre, and will offer free admission to residents.

The Cultural Affairs Committee discussed this special event at their August 22, 2024, meeting, and unanimously recommended that City Council approve funding for this special event as well as centennial merchandise which will be given to volunteers who assist with this event as well as attendees who participate in the Q/A session related to the cultural significance of Flamenco- which will be presented by Maria Esparza during the intermission.

**RECOMMENDATION:**

The recommendation before City Council is to approve funding in the amount of \$2,740.00 dollars, including in-kind services for the Hispanic Heritage Celebration to be held at the Richey Suncoast Theatre on Sunday, September 22, 2024.

**BUDGET/FISCAL IMPACT:**

Funding for this request is available in line item 44810 set aside for "Cultural Affairs Events" in City Council's 2024-2025 Budget.

**ATTACHMENTS:**

	Description	Type
□	2024 Logo for National Hispanic Heritage Month	Backup Material
□	Tampa Bay Flamenco Dance Company	Backup Material



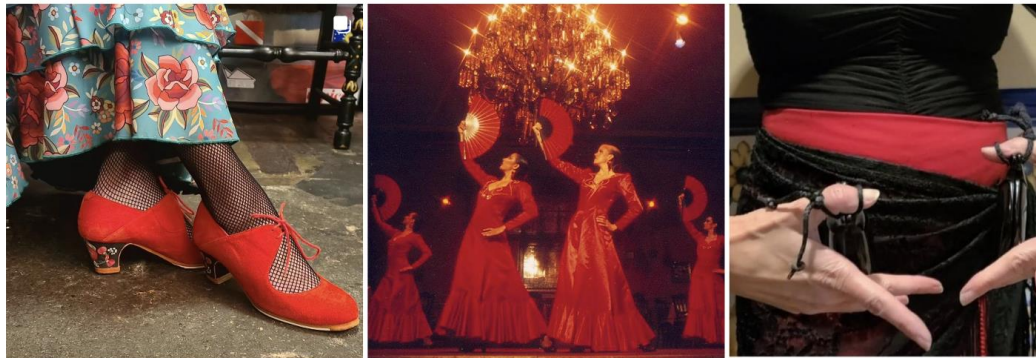


## **Tampa Bay Flamenco Dance Company**

<https://authenticflamencoshow.com/tampa/>

Maria Esparza, whose mother was born in Seville, Spain, has led the troupe for over 30 years as the artistic dance director of the Tampa Bay Flamenco Dance Company.

Sunday, September 22 – afternoon performance|at the Richey Suncoast Theatre







# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

**TO:** City of New Port Richey City Council

**FROM:** Andre Julien, Director for Parks and Recreation

**DATE:** 9/3/2024

**RE:** Recreation and Aquatics Center Shade Sail Replacement Project

**REQUEST:**

The action requested of City Council is to review and consider for approval the attached proposal from Awning Works Inc., in the amount not to exceed \$119,420. This is a sole source purchase which is allowed under the current City purchasing policy.

**DISCUSSION:**

As the Council is aware, the Recreation and Aquatic Center and especially the pools are heavily used and enjoyed daily by our community. Currently, the shade sails and support structures show signs of significant wear and tear and are generally unsightly to the public. If approved, this project would replace all existing shade sail fabrics and all support structures would receive a fresh coat of weather resistant paint.

Staff at the Recreation and Aquatic Center prioritized this project in the past, however, all attempts to replace the existing equipment were unsuccessful. Staff reviewed options to replace the existing shade structures and equipment with multiple vendors to ensure that the City’s best option for this project would be to utilize Awning Works Inc. as a sole source provider. It is important to note that a second vendor stated they would not provide a quote because it was not that company’s original product.

The original installer offers a high-density Polyethylene fabric with an excellent weight to strength ratio. It has very good tensile strength and is extremely resistant to tearing. This product incorporates the latest in Ultraviolet (UV) stabilizers. These new generation stabilizers extend the UV life of the fabric for up to 15 years. These new UV stabilizers also provide improved color consistency.

**RECOMMENDATION:**

Staff would recommend that City Council approve this request.

**BUDGET/FISCAL IMPACT:**

This project is listed in the current CIP budget.

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Sole Source Letter from AWI	Backup Material
<input type="checkbox"/> Sole Source Justification Document	Backup Material
<input type="checkbox"/> Existing Shade Sail Picture #1	Backup Material
<input type="checkbox"/> Existing Shade Sail Picture #2	Backup Material
<input type="checkbox"/> Existing Shade Sail Picture #3	Backup Material



10820 U.S. Hwy. 19 N.  
Clearwater, FL 33764  
Local: (727) 524-1118  
Toll Free: (866) 873-2941  
Fax: (727) 524-3110

SINCE 1985  
CERTIFIED GENERAL CONTRACTOR - LICENSE CGC1511475

May 8<sup>th</sup>, 2024.

Mr. Kevin Trapp  
Assistant Parks and Recreation Director  
City of New Port Richey, FL  
6630 Van Buren St.  
New Port Richey, FL 34653

Dear Mr. Trapp

This letter is to inform you that Awning Works Inc. will act as the sole provider for the shade sails replacement. This was our original custom design that we installed when complex was opened. We can duplicate the design intent for the best fit and finish. Please reference estimates for details on sizes and specifications.

Please contact me if you have any questions.

Sincerely,

**Brian Cline**

**Commercial Representative**

Awning Works Inc  
10820 US Hwy 19 N  
Clearwater, FL 33764

[brian@awningworksinc.com](mailto:brian@awningworksinc.com)

[www.awningworksinc.com](http://www.awningworksinc.com)

[www.facebook.com/AwningWorks](https://www.facebook.com/AwningWorks)

727.385.5652 Cell 727.524.1118 Office 727.524.3110 Fax

Purchase Division Form  
(02/05)

Subj: SOLE SOURCE JUSTIFICATION REQUIREMENTS

From: (Dept.) Recreation  
To: 044

Date: 7/12/2024

Ref: (a) Requisition # \_\_\_\_\_

Contractor: Awning Works Inc.

Item: Shade Sails and support structures

Est. Cost: \$119,500

Required Delivery Date: \_\_\_\_\_

In accordance with reference (a) the following is submitted.

a. A brief description of the intended use or application.

The current Shade Sails and support structures are in need of repair and replacement due to normal wear and tear from exposure to the elements.

\_\_\_\_\_  
\_\_\_\_\_

b. Description of the critical or unique features (patent, copyright, proprietary, etc) which show no other item or source can satisfy the City's need.

City staff has engaged multiple vendors for this product and only the original installer was willing to provide a quote due to the fact that other vendors did not install the product originally

\_\_\_\_\_  
\_\_\_\_\_

c. Describe the alternatives reviewed, which led to the conclusion that only this particular source of product can meet the requirement.

Multiple vendors were contacted to provide a quote to replace the Shade Sails and to repair and paint the support structure and the only quote we received came from the original installer.

\_\_\_\_\_  
\_\_\_\_\_

The above information must be certified as to the accuracy of the facts and representations contained in the request.

Andre Julien  
Department Head

Debbie Manns  
City Manager

The above facts have been reviewed and approved for sole source procurement and the anticipated cost to the City will be fair and reasonable.









# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

**TO:** City of New Port Richey City Council  
**FROM:** Chris Fitch, Fire Chief  
**DATE:** 9/3/2024  
**RE:** Resolution No. 2024-16: Adoption of Pasco County 2024 Local Mitigation Strategy

**REQUEST:**

The request before you this evening is to adopt the Pasco County 2024 5-Year Local Mitigation Strategy.

**DISCUSSION:**

The purpose of the Local Mitigation Strategy (LMS) is to enhance collaboration between governmental units as it relates to natural and manmade hazards. Included in the LMS, are the six municipalities as well as the unincorporated areas of Pasco County. By establishing a coordinated whole community planning framework, the LMS can be used to limit the impact of hazards as well as be used as a tool to establish a more disaster-resilient community.

The LMS in accordance with The Disaster Mitigation Act of 2000 (DMA 2000), passed by the U.S. Congress, requires local governments to have a mitigation plan. DMA 2000 further requires the development and adoption of a LMS, making the plan essential for eligibility of federal funding for mitigation projects and non-emergency disaster assistance.

To remain eligible for Federal funds, it is the responsibility of the Local Mitigation Strategy Working Group, which the City participates in, and Emergency Management, to update the LMS every five years. The City first adopted the LMS in 1999, with subsequent updated LMS plans being adopted in 2004, 2009, 2015 and 2019.

The attached LMS has been submitted to the Florida Department of Emergency Management (FDEM) for review and has received approval. the FDEM has also determined that the LMS plan is compliant with federal standards. Once adoption has been completed by all participating jurisdictions, all documentation will be sent to the Federal Emergency Management Agency (FEMA) for their formal approval.

**RECOMMENDATION:**

Staff recommends that City Council adopt the Pasco County 2024 5-Year Local Mitigation Strategy.

**BUDGET/FISCAL IMPACT:**

None

**ATTACHMENTS:**

Description	Type
☐ Resolution No. 2024-16: Adoption of Pasco County 2024 Local Mitigation Strategy	Backup Material

**RESOLUTION NO. 2024-16**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEW PORT RICHEY, FLORIDA, SUPPORTING, ADOPTING, AND IMPLEMENTING THE PASCO COUNTY 2024 5-YEAR UPDATE OF THE LOCAL MITIGATION STRATEGY.**

WHEREAS, Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5165, as amended by the Disaster Mitigation Act of 2000 (DMA2K) (P.L. 106-390) requires local governments to undertake a hazard identification risk assessment approach to reduce the impacts of identified natural hazards and man-made hazards for New Port Richey in the Local Mitigation Strategy (LMS);

WHEREAS, 44 Code of Federal Regulations (CFR) Part 201.6 requires local governments to have a Federal Emergency Management Agency (FEMA) approved LMS, and requires the review and revision of the LMS to reflect any changes in City development, success in local mitigation efforts, changes in the City's mitigation priorities, and submit the Strategy for FEMA approval every five (5) years in order to apply for and receive funding through the different Hazard Mitigation Assistance Grants;

WHEREAS, Florida Administrative Code (FAC) 27P-22 requires local jurisdictions to organize, maintain, and submit annual reports to the Florida Division of Emergency Management (FDEM) through the County Chair of the LMS Working Group in order to remain eligible for current and future Hazard Mitigation Grant Program funding projects;

WHEREAS, the Pasco County LMS (which includes New Port Richey) was most recently updated by the Pasco County LMS Working Group, which submitted to FDEM and received the official Approved Pending Adoption letter by the FDEM on or about July 30, 2024;

WHEREAS, the Pasco County LMS serves as the Floodplain Management Plan and adds value to the Community Rating System in offsetting financial costs through public outreach and flood mitigation projects;

WHEREAS, The Pasco County LMS serves as the Community Wildfire Protection Plan further enhancing the City's partnership with Florida Forest Service and wildfire mitigation activities; and

WHEREAS, FEMA requires adoption of the revised LMS by each of the jurisdiction's local governing bodies, identified in the plan, in order to continue participating jurisdictions to continue to remain eligible for Hazard Mitigation Assistance Grants.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of New Port Richey, Florida, that the City Council, that:

1. The Pasco County Local Mitigation Strategy, 2024 5-Year Update, is hereby adopted and authorized for implementation, a copy of which is attached hereto.
2. The Pasco County LMS Working Group is hereby authorized to continue New Port Richey LMS maintenance for the next five (5) years.



3. This resolution shall be in effect immediately upon its adoption.
4. This resolution shall be forwarded immediately to FDEM and FEMA for approval.

DONE AND RESOLVED on the 3<sup>rd</sup> day of September, 2024.

ATTEST:

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Judy Meyers, CMC, City Clerk

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Alfred C. Davis, Mayor

Approved as to form:

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Timothy P. Driscoll, City Attorney

2024

# PASCO COUNTY LOCAL MITIGATION STRATEGY

PASCO COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT

## I. EXECUTIVE SUMMARY

The Disaster Mitigation Act of 2000<sup>1</sup> (DMA 2000), passed by the U.S. Congress, amended the Robert T. Stafford Disaster Relief and Emergency Assistance Act<sup>2</sup>, requiring local governments to have a mitigation plan. This congressional act was created to encourage innovative mitigation techniques and disaster resiliency throughout communities. DMA 2000 implemented the requirement of all local, tribal, and state communities to develop and adopt a Local Mitigation Strategy (LMS), making the plan essential for eligibility of federal funding for mitigation projects and non-emergency disaster assistance.

Pasco County presents the following LMS, a plan that promotes mitigation initiatives by identifying natural, technological, and human-caused hazards. By establishing a coordinated, whole community, planning framework, the LMS can be used to limit the impact of those hazards in the future. The Pasco County LMS shall be used as a tool for emergency managers and local decision makers to establish a more disaster-resilient community. To remain eligible for Federal mitigation funds, it is the Local Mitigation Strategy Working Group (LMSWG) and Emergency Management’s responsibility to review, revise, and re-submit an updated LMS every five years.

In compliance with the requirements within the Disaster Mitigation Act of 2000 as required by the Federal Emergency Management Agency (FEMA), this LMS includes “actions to mitigate hazards, risk, and vulnerabilities identified under the plan; and a strategy to implement those actions” ([42 U.S.C § 5165](#)).

The following municipalities, as well as unincorporated Pasco County, are included in this plan:

- The City of Dade City
- The City of New Port Richey
- The City of Port Richey
- The City of San Antonio
- The City of Zephyrhills
- The Town of St. Leo

Given the diverse geographic layout of Pasco County, certain emergencies and disasters may impact some jurisdictions and more than others. However, all jurisdictions are vulnerable to the effects of one or more hazards including wind from tropical cyclones, extreme temperatures and drought, wildfires, severe storms, flooding, geological subsidence, winter storms, extreme cold, and hazardous material releases. Historically, coastal storm surge, flooding, high winds, and oil spill events have impacted the cities of New Port Richey and Port Richey as well as the unincorporated coastal areas of the County, from Hudson to Holiday. Wildfires have most frequently occurred near wildland areas such as Starkey Park, around the Suncoast Parkway and I-75 areas, and communities with urban wildland interface such as Cypress Creek and Land O’ Lakes. Hazardous material spills present a higher vulnerability along major transportation corridors and

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<sup>1</sup> “Disaster Mitigation Act of 2000” <https://www.congress.gov/106/plaws/publ390/PLAW-106publ390.pdf>

<sup>2</sup> “Stafford Act” [https://www.fema.gov/sites/default/files/documents/fema\\_stafford\\_act\\_2021\\_vol1.pdf](https://www.fema.gov/sites/default/files/documents/fema_stafford_act_2021_vol1.pdf)

in industrial settings. Dade City, New Port Richey, Port Richey, and the western portions of unincorporated Pasco County have the highest probability of an industrial chemical incident. Other hazards have non-static location profiles and can happen anywhere in the county under specific conditions.

The State of Florida experienced 177 Major Disaster Declarations between 1953 and 2023. Pasco County was included in 38 of those disasters (Appendix E). Between 2018 and 2023, 12 disaster declarations have included Pasco County including hurricane, biological incident, tropical storm and severe storm.

The Hazard Analysis section of the LMS discusses in detail the various types of hazards, their reported events and potential impacts. This section assigns each jurisdiction with a very low/low/moderate/high probability of occurrence and level of vulnerability for each hazard. This section within the LMS identifies Pasco County as a whole as being highly vulnerable to certain natural, technological, and human-caused hazards. This section also analyzes the topography, historical development, land use patterns, as well as growth and development trends that affect the county's vulnerability.

Hazard mitigation is the practice of reducing risks to people, property, and critical infrastructure from disasters. When developing new areas of a community, it is easier to avoid hazardous areas if they are identified in advance. Because few communities are created from scratch, it is necessary to ensure existing communities are resistant to future damage by creating plans and initiatives to reduce vulnerability. By considering hazard mitigation through all phases of emergency management, areas of concern will be accounted for and the recovery period would likely decrease. Shortening the recovery period allows businesses to open faster and often require less repairs to public infrastructure; allowing the community to be restored to normalcy at a quicker rate. Hazard mitigation promotes a more resilient community that helps protect life and property from future disasters.

Local government, citizens, businesses, industry, educational institutions, and community organizations must work together to meet mitigation objectives. This LMS is a compilation of stakeholder efforts to identify mitigation goals and objectives and allow participants to develop mitigation initiatives based on the county's hazard and vulnerability analysis. Implementation of mitigation objectives is accomplished through personal awareness and responsibility, government regulation and enforcement, and public awareness and support. The goal of the Pasco County LMS is to create a safer, more resilient, and disaster-resistant community.

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## DOCUMENTATION OF HAZARD MITIGATION PLANNING PROCESS

Appendix A indicates and identifies the Pasco County LMS Planning Process and documentation process for current and future projects. The LMS serves as a guide for hazard mitigation activities on a county wide basis. The Appendix is intended to be a dynamic Appendix that will be regularly updated.

The LMS Coordinator will be responsible for: scheduling meetings, collaborating on the agendas, maintenance of meeting minutes, monitoring the plan, maintaining the list of completed projects, documenting new approved projects, collecting comments, and answering questions related to the LMS, maintaining an official copy of the LMS, having the annual update approved, and forwarding the annual update to the State.

Representatives from stakeholder departments within Pasco County Government and from each of the adopting agencies are required to attend LMS Working Group meetings as often as possible, at a

minimum of twice per year. Attendance is encouraged for all stakeholder agencies and departments, and every contributor to a mitigation initiative.

Appendix A includes the following:

1. LMSWG Roster
2. Meeting Agendas
3. Meeting Notes
4. Meeting Sign-In Sheets
5. Meeting Notices

All LMS Working Group meetings open to the public and are announced via the Pasco County calendar at the following location: **[https://pascocountyfl.net/government/public\\_notices.php](https://pascocountyfl.net/government/public_notices.php)**

The information from the meetings is available by contacting the Pasco County Hazard Mitigation staff at 727-847-8137:

Pasco County Emergency Management 8744 Government Dr. New Port Richey, FL 34654

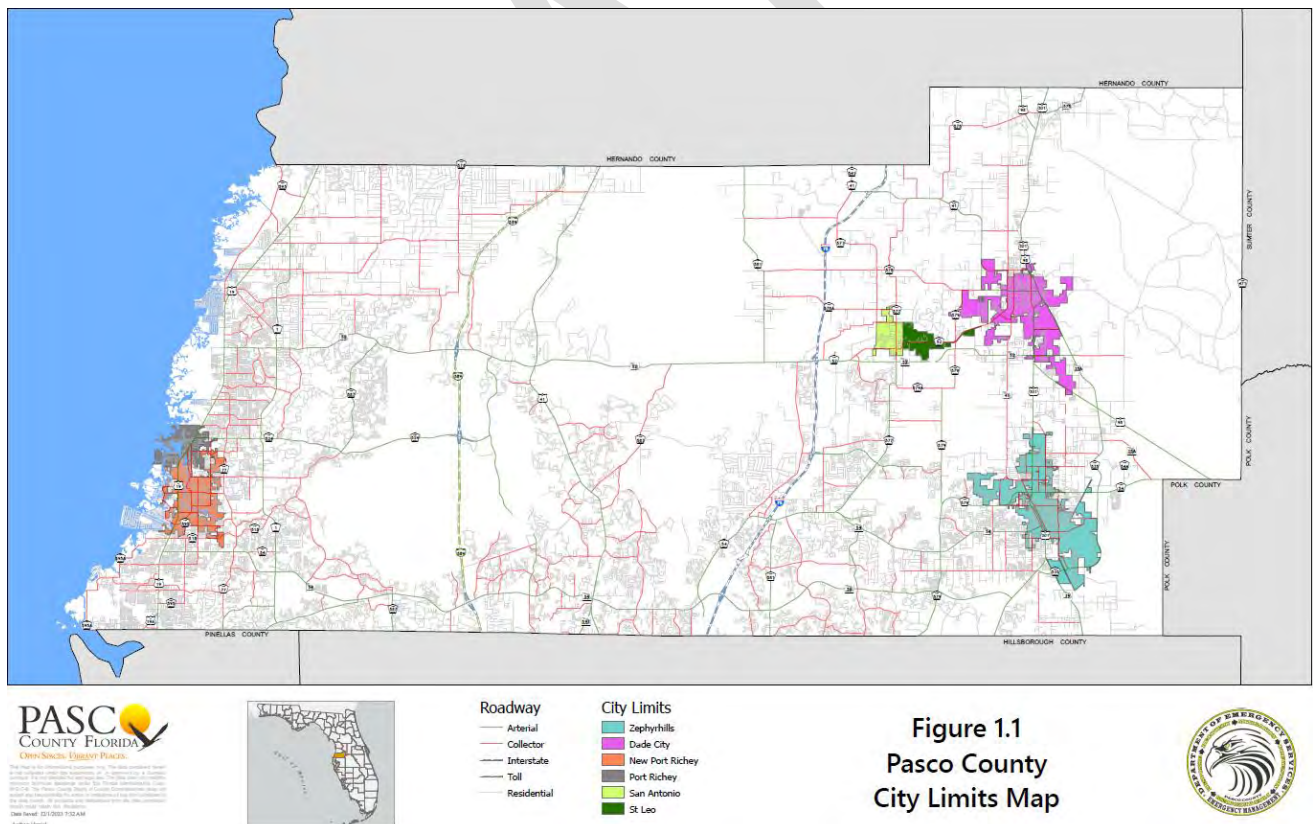
## II. TABLE OF CONTENTS

<b>I. Executive Summary</b> .....	<b>2</b>
<b>II. Table of contents</b> .....	<b>5</b>
<b>III. Community profile</b> .....	<b>6</b>
<b>IV. The Planning Process</b> .....	<b>16</b>
<b>V. Hazard Identification Risk Assessment</b> .....	<b>24</b>
TROPICAL CYCLEONES AND HURRICANES .....	27
Floods .....	40
Severe STorms.....	47
Wildfires .....	58
Drought/Heat wave.....	65
Severe cold/freezes .....	79
Erosion .....	89
<b>VI. Mitigation Strategy</b> .....	<b>92</b>
Guiding Principles and Goals .....	92
Goals & Objectives .....	93
Mitigation Initiatives .....	99
Process for Submitting and Prioritizing Projects .....	104
Implementation of Mitigation Initiatives .....	104
<b>VII. Plan maintenance</b> .....	<b>10</b>

### III. COMMUNITY PROFILE

Pasco County, located in west central Florida, is the eleventh most populous county in the State of Florida. The county is bound by the Gulf Coast and shares its borders to the north by Hernando County, on the east by Polk and Sumter Counties, and to the south by Hillsborough and Pinellas Counties. The county in size is large compared to others, the total political area for Pasco County is 868 square miles, with approximately 745 square miles comprised of land area and 123 square miles comprised of water (inland, coastal, territorial, new reservoirs and other man-made lakes). The region is characterized by discontinuous highlands in the form of ridges separated by valleys. The ridges are above the static level of the water in the aquifer, and the valleys are below it. Broad shallow lakes are common on the valley floors, while smaller, deeper lakes formed on the ridges. Based on physiography, the county can be divided into five areas: the Coastal Swamps, the Gulf Coastal Lowlands, the Brooksville Ridge, the Tsala Apopka Plain, and the Western Valley. In addition to the physiography, the County is considered multi-jurisdictional. This includes six municipalities: the City of Dade City, the City of New Port Richey, the City of Port Richey, the City of San Antonio, the City of Zephyrhills, and the Town of St. Leo. Figure 3.1 provides a visual on the county’s location within the State of Florida and its political boundaries.

**Figure 3.1 Pasco County City Limits**



The population of Pasco County continues to grow at a rapid pace. From 2010 to 2020 the population of Pasco County increased by over 17 percent and an estimated additional 8 percent between 2020 and 2022. The continued change in population has also continued the overall change in the county’s demographic profile. Pasco County’s population of Hispanic, African-American, and Asian continued to grow between 2010 and 2020. Pasco County’s median age remained consistent at 44, but the population of people over 65 increased from 20% to 22%.

POPULATION DENSITY

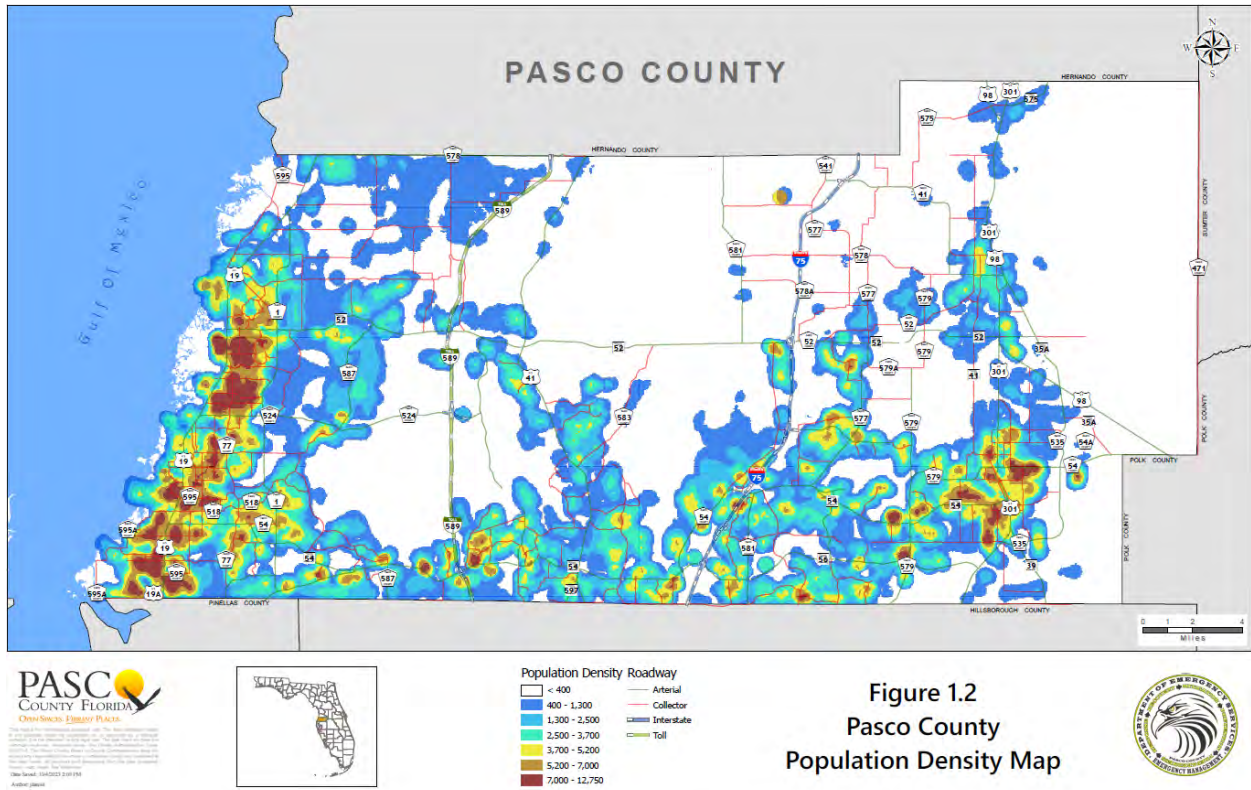
In 2020, Pasco County had a population of 561,897 according to the U.S. Census. The current estimated population is 608,794. A majority of this population (92%) lives in unincorporated areas of Pasco County (see Figure 3.2). The areas of highest concentrations of in West Pasco between US-19 and Little Road and in Zephyrhills. (see Figure 3.3). Areas of the county have shown significant growth are along State Road 54 in Land O’ Lakes and Wesley Chapel, and in Zephyrhills. The area along US 19 from Holiday to Port Richey continues to grow at a steady pace as well. Pasco County is expected to maintain these same growth patterns into 2050, with most of the population still residing along the coastal and inland western areas of the county and notable growth along the State Road 54 and State Road 56 corridor, particularly near the Suncoast Parkway and I-75. Because of its geographical location, many Pasco County residents commute to surrounding counties for employment opportunities.

**Figure 3.2 Pasco County Population**

Jurisdiction	Population 2010	Population 2020	Percent Change 2010-2020	Population Estimates 2023
City of New Port Richey	14,911	16,695	10.7%	17,332
City of Port Richey	2,671	3,052	12.5%	3,027
City of Zephyrhills	13,288	17,182	22.7%	19,285
Dade City	6,437	7,108	9.4%	7,670
City of San Antonio	1,138	1,297	12.3%	1,235
Town of St. Leo	1,340	2,362	43.3%	1,277
Total Incorporated	39,785	47,696	16.6%	49,826
County Unincorporated	464,697	561,897	17.3%	608,794



**Figure 3.3 Population Density**



**Figure 1.2  
Pasco County  
Population Density Map**

As Pasco County continues to experience growth year after year, it becomes extremely critical to effectively direct the new growth in a manner that considers hazard mitigation and efficiently utilizes and enhances its resources to protect life, property, and the environment from the impacts of disasters to the greatest extent possible.

**MAJOR EMPLOYERS**

In 2021, according to the U.S. Census Bureau’s County Business Patterns (CBP) survey, 11,121 establishments in Pasco County employed 109,637 people. It is important to note that the CBP excludes government, self-employed, and public administration categories. The top categories of employer according to the CBP in 2021 were retail, construction, professional and healthcare. See Figure 3.4 for the full breakdown of CBP categories. The 2020 Census identified that nearly 49,000 businesses in Pasco County were owner-operated.

**Figure 3.4 Business Establishments**

Business Type	Number of Establishments	Number of Employees
Construction	1,302	9,227
Retail Trade	1,566	25,030
Professional, Scientific and Technical Services	1,295	5,236
Healthcare and Social Assistance	1,486	23,633

Pasco County’s Economic Development Council annually provides a list of the top employers in the county. The 2022 results can be viewed in Figure 3.5, most notable are the additions of government firms to the list of top employers.

**Figure 3.5 Top Employers**

Employer	Employee Count
Pasco County Schools	12,490
Pasco County Government	3,305
HCA Healthcare	3,084
State of Florida	1,649
AdventHealth Wesley Chapel	1,562
Florida Medical Clinic	1,319
Pasco County Sheriff	1,144
Federal Government	940
Saint Leo University	805
Santander Consumer USA	434

The complete picture of the county’s employer base is varied. Every type of business from large retail corporations to hospitals, utility companies, distribution centers, schools and manufacturing plants contributes to Pasco County’s economy.

Although all types of businesses are vital to the county’s overall health, several businesses are more at risk than others because of the locations of their physical establishments. As of 2023, 2,308 establishments were in the SFHA.

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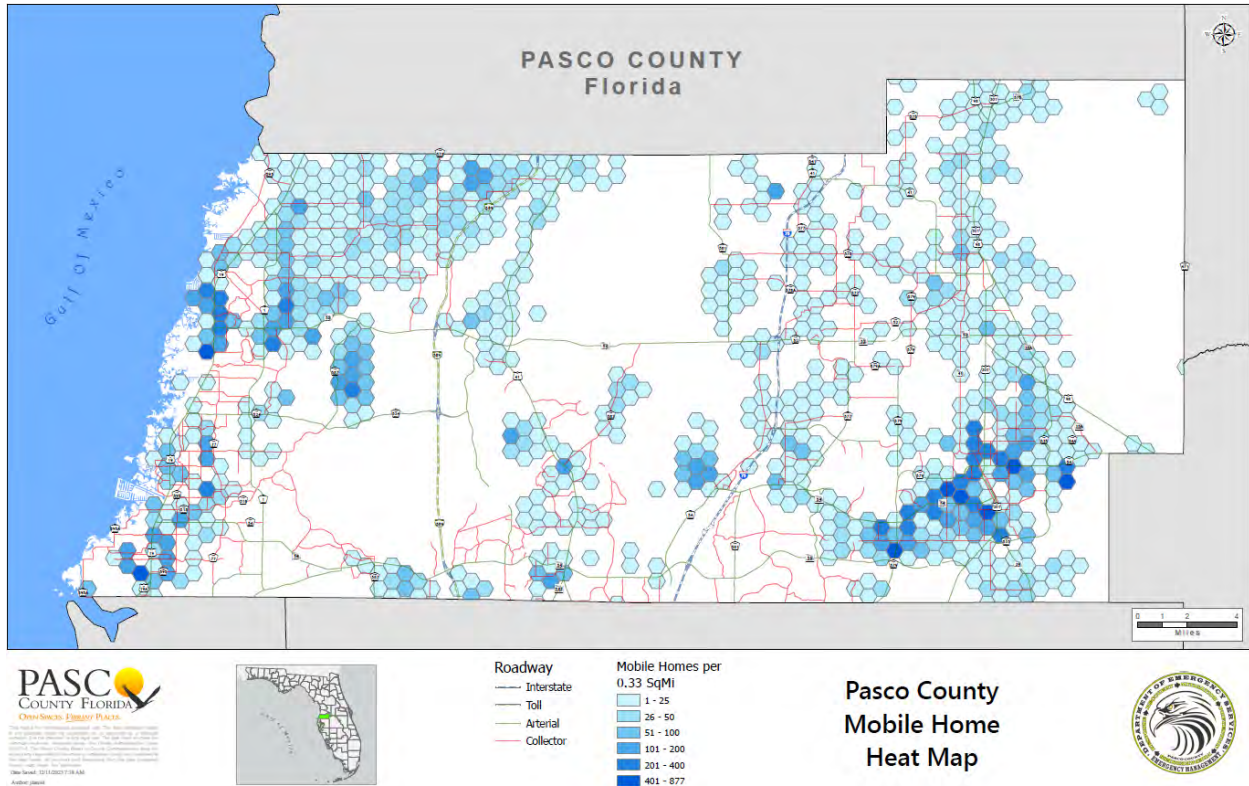
## HOUSING

Members of the community are impacted differently depending on whether they own or rent the home they live in. Renters are more mobile and more likely to permanently leave after a disaster and homeowners are more likely to return after a disaster to rebuild. The ACS estimates that of the 272,025 housing units, 26.3% are occupied by renters. A steady trend exists that shows that the percentage of rental units is increasing over time.

In 2023, an estimated 29,979 mobile homes were in Pasco County. This estimation is derived from addressing and zoning data. Mobile homes are unique because they represent a potential intersection

of multiple vulnerabilities. Because mobile homes are highly vulnerable to both wind and rain, all mobile homes in Pasco County are included in evacuation orders, regardless of their physical location. Additionally, residents in mobile home tend to be more financially constrained and may be impacted disproportionately by disaster. Figure 3.6 shows locations of the county that have a high density of mobile homes.

**Figure 3.6 Mobile Home Density**

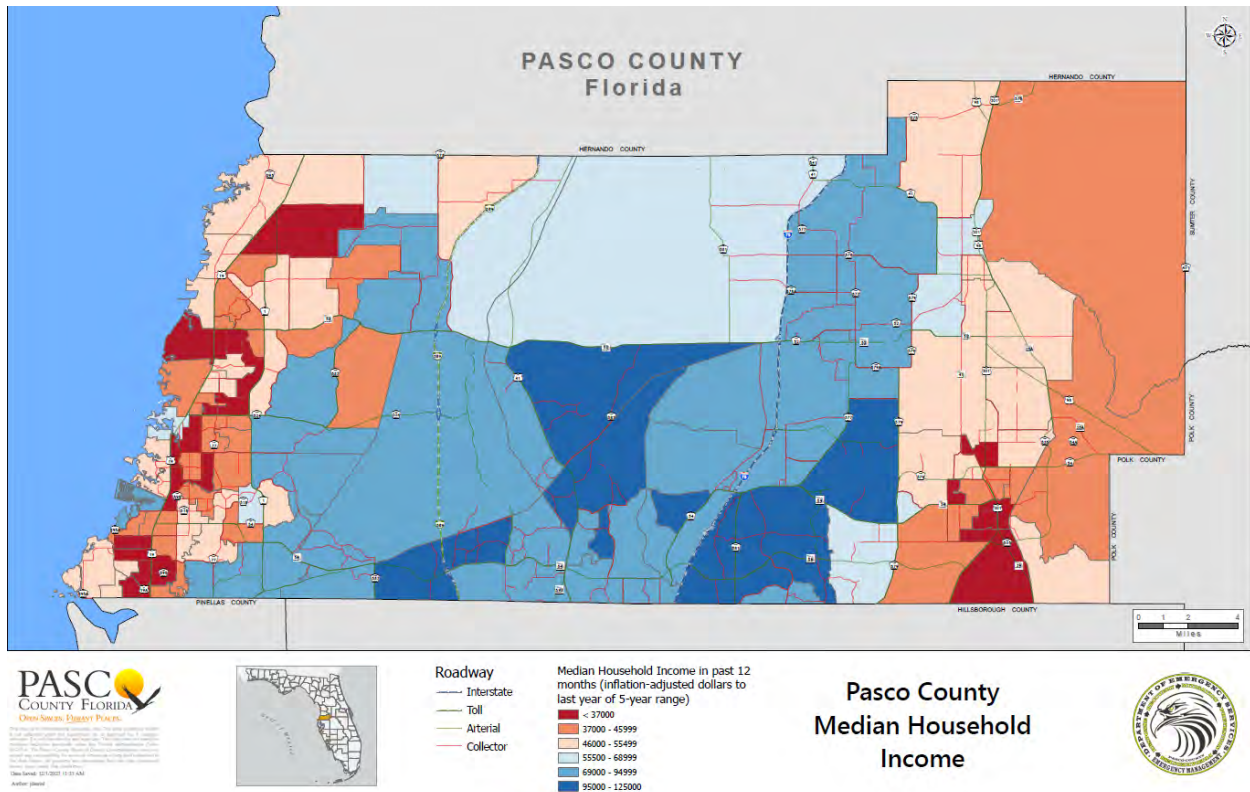


VULNERABLE POPULATIONS

**Low Income**

Economic factors are particularly important when evaluating a community’s ability to respond to and recovery quickly from disasters. Although hazard mitigation is always beneficial, areas with weaker economies mitigation activities are essential to avoid the community becoming crippled by disaster. In 2021, the Median household income for the county was \$58,084 and the poverty rate was just over 12 percent. 4.7 percent of households in Pasco County reported an annual income of less than \$10,000. Figure 3.7 shows the geographic breakdown of median household income throughout the county. The densely populated west coast and eastern edges of the county have high concentrations of populations under the median household income.

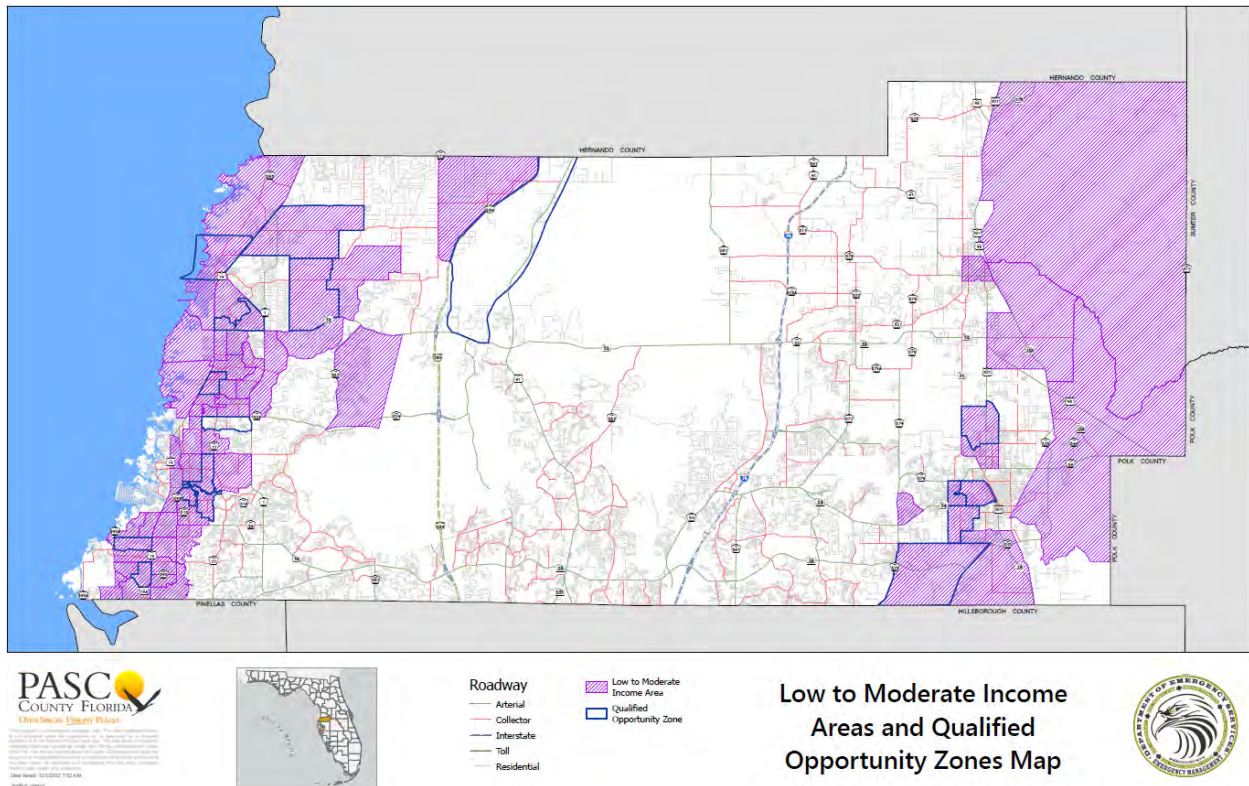
**Figure 3.7 Median Household Income**



The Economic Distress Criteria reported by the U.S. Bureau of Census, Labor Statistics, and Economic Analysis shows that Pasco County remains under national averages. The per capita income from all sources falls 19.7% below the national average. Additionally, cost of living increases has had impacts in Pasco County. The United Way developed a system for evaluating economic conditions to determine if a household is above the poverty line, but still may be struggling. Those households are identified as Asset Limited, Income Constrained, Employed (ALICE) households. In 2021, an additional 35% of households are impacted as ALICE and are impacted by high costs of living and stagnant wages. The census areas of South Zephyrhills, Ladoochee, Moon Lake, City of New Port Richey, Holiday and Jasmine Estates all have more than 70% of households under the ALICE threshold.

In order to assist communities evaluate the range of income-constrained, United States Department of Housing and Urban Development has provided the framework to identify areas of Low to Moderate Income (LMI). Under this framework, LMI households earn less than 80% of the median income for the county. LMI areas in Pasco County can be seen in Figure 3.8.

**Figure 3.8 LMI Areas and QO Zones**



Low-income households are most likely to suffer great losses and face increased difficulty during and after disaster. Repair costs, alternative housing, short-term sheltering, and lack of insurance all play a major role in the overall ability of these communities to recover from unforeseen events. Many of these low-income areas discussed above overlap with known areas of concern, such as Special Flood Hazard Areas, evacuation areas, historically flood prone areas, and repetitive loss areas.

**Elderly**

Just over 20% of the County’s population is over the age of 65 which constitutes a continual 2% increase from the 2019 LMS. Portions of Pasco County’s coastal residential areas and southeastern areas are heavily populated by elderly individuals.

Disasters have a disproportionate impact on the elderly. According to the Center for Disease Control 85% of people over the age of 65 have at least one chronic illness. During a disaster, the combination of stress can add to existing conditions, making the elderly more vulnerable than younger, healthier adults.

**Children**

Children are also vulnerable after disasters due to their physiological sensitivities, their susceptibility to disease or illness, and their growth status. FEMA reports that children are easily influenced by their caregivers’ thoughts, behaviors, and feelings. Children have not matured and remain easily impressionable and sensitive to major events that occur in their early years. Children are particularly vulnerable to post-disaster stress and anxiety and will require special and prolonged care to treat the lasting effects of the trauma they have experienced during a disaster. Dependent children will cause

additional delays in recovery as parents may need to care for their children and not be able to return to work immediately. Approximately 20% of Pasco County’s estimated 2023 population is of age 18 years or younger and 4.8% is below 5 years of age.

### **Disabled Persons**

An estimated 11% of people under the age of 65 have some sort of disability. The United States Census Bureau defines disability as “a long-lasting sensory, physical, mental, or emotional condition or conditions that make it difficult for a person to do functional or participatory activities such as seeing, hearing, walking, climbing stairs, learning, remembering, concentrating, dressing, bathing, going outside the home, or working at a job.”

Recognizing that there are a large number of disadvantaged and disabled persons living in the County, Pasco County Emergency Management prepared a unique outreach packet for those who may require special assistance during a time of disaster, including finding a place to shelter and transportation during an evacuation. Appendix B includes a Special Needs Disaster Preparedness Packet that includes a registration form, Special Needs Shelter Fact Sheet, and information the resident would need if they were driving themselves to the shelter. The database of registered citizens includes roughly, 1,800 people, who have advised the County of their need for disaster support.

As of January 2024, 1,798 people were registered with the Pasco County Special Needs Program for evacuation transportation and shelter assistance. Approximately 25% of the registrants (446) are oxygen dependent for 24 hours a day, 24% are visually impaired (431), and 53% (944) require transportation to a shelter. Regarding more likely evacuations, roughly 66% of the people registered (1185) reside in predetermined hurricane evacuation areas, Levels A through F.

### **Homelessness**

Individuals and families experiencing homelessness are at increased risk of harm caused by natural disasters. In general, this section of the population is less able to prepare for disasters before they arrive and more likely to suffer physical harm because of disaster events.

The Coalition for the Homeless of Pasco County conducts Point-in-Time (PIT) reports to capture data on how many people are experiencing homelessness at any time. A PIT conducted in January of 2023 concluded that a total of 680 individuals were experiencing homeless at that time, an increase from the previous year’s report of 516. Figure X shows a timeline graph of data from 2009 to 2022.

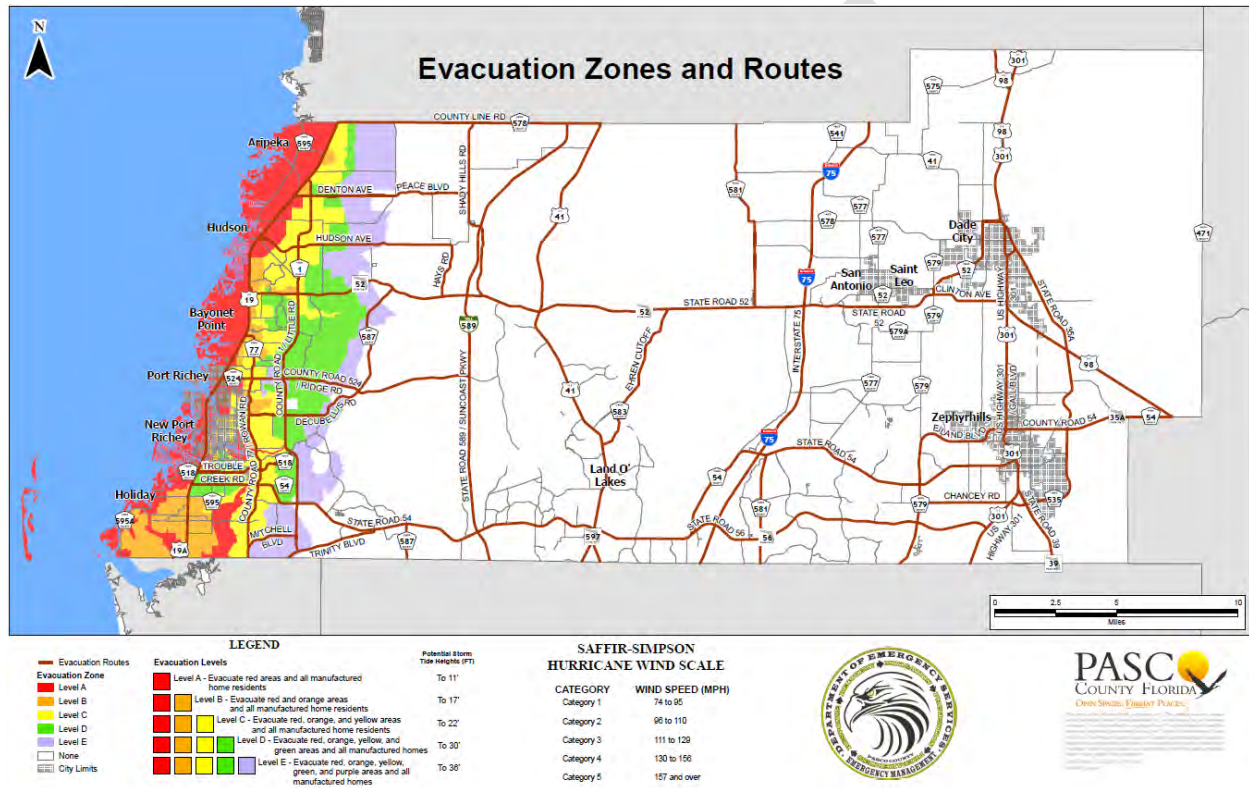
### **Repetitive Loss Areas**

Pasco County receives repetitive loss property information from FEMA through its administration of the National Flood Insurance Program (NFIP). The NFIP identifies all parcels covered through their program that have repetitive claims and defines them as either Repetitive Loss (RL) or Severe Repetitive Loss (SRL). Pasco County Emergency Management reviewed the list and removed any mitigated, anomalous, or errant data and Pasco County GIS identified 111 Repetitive Loss Areas (RLA). These areas were determined by locating RL and SRL properties on parcel maps and identifying areas where several properties existed close together. This information was compared to current FEMA Flood Insurance Rate Map (FIRM) maps and areas that are known to be flood prone to produce the RLA maps included in APPENDIX D.

## Evacuation Zones

Pasco County has identified five evacuation zones. Evacuation Zone A covers the western coast of the county inland to US-19, areas along tidally influenced rivers, and low-lying areas Between US-19 and Rowan Road and near Fivay Road in Hudson. Zones B-E proceed, in order west to east in order from most likely to flood to least likely to flood. Figure 3.9 shows the evacuation zones for the county. 6,600 businesses and 99,962 residential buildings are in one of these evacuations zones Figure 3.10 shows the breakdown of structures in each zone.

**Figure 3.9 Evacuation Zones**



**Figure 3.10 Structures in Evacuation Zones**

Evacuation Zone	Residential	Business	Total
A	21,081	2,000	23,081
B	20,103	1,446	21,549
C	29,045	1,320	30,365
D	18,901	1,218	20,119
E	10,832	616	11,448

According to the Statewide Regional Evacuation Study Program report completed by the Tampa Bay Regional Planning Council (TBRPC), clearance times are defined as the time necessary to safely evacuate vulnerable residents and visitors to a place of safety and are determined through modeling data. The model incorporates the data from major road networks and recent roadway capacity and takes into account upgrades between 2018 through 2021 and planned upgrades from 2021 through

2025. In addition, the report uses resident and visitor population data with behavioral assumptions. Behavioral assumptions are decisions made based upon category strength versus evacuation zones as determine by County officials. The behavior assumption simulates the realistic response that occurs during major storm events. The results of the study show that a maximum out-of-county clearance time for zones A-E is 53.5 hours and expected to increase to an estimated 57.5 hours in 2025.

DRAFT



## IV. THE PLANNING PROCESS

### Purpose

FEMA defines *mitigation* as the effort to reduce loss of life and property by lessening the impact of disasters. The Local Mitigation Strategy (LMS) is a guiding document that allows the community to identify hazards, understand risks, set goals and objectives, and establish mitigation initiatives to reduce the effects of hazards and eliminate risks. The LMS utilizes the “whole community” approach in order to present solutions through projects and identified funding sources which ultimately enhances collaboration between the local governments, private sector, and engaged citizens in order to protect businesses, nonprofit organizations, faith-based organizations, property owners, and critical government facilities. Mitigation has become an essential mission area for emergency management. Mitigation activities may be implemented prior to, during, or after an incident. However, hazard mitigation is most effective when based on an inclusive, comprehensive, long-term plan that is developed before a disaster occurs. As disasters continue to pose an on-going threat to Pasco County, the LMS provides and conceptual framework to reduce the losses caused by future disasters.

The purpose of the LMS is to establish an ongoing process that will make hazard mitigation part of the daily function of the entire community. The LMS planning process assesses the vulnerability of the community with an “All Hazards, Whole Community” approach. It identifies a comprehensive list of plans, programs, and projects that have been developed to reduce the severity of impacts from hazards and prioritize the implementation of these activities.

Pasco County and its municipalities first developed a unified LMS in the late 20<sup>th</sup> century, and the plan was first updated in 2014 to better align with guidelines set forth in the Disaster Mitigation Act of 2000 (DMA 2000) and its most recent FEMA required review. This 2024 update represents unincorporated Pasco County; the five cities of Dade City, New Port Richey, Port Richey, San Antonio, and Zephyrhills; and the Town of St. Leo, in their combined commitment to mutual aid and mitigation planning. By incorporating all municipalities together, Pasco County is more resilient to the disruptions and impacts of disasters, and positions itself to reduce the financial and emotional cost of disaster. The burden of recovery and the price of rebuilding post-devastation is greater than the cost of planning and preparing before disaster strikes.

The DMA 2000 mandated further expansion of the planning process by requiring the LMS to include a description of the planning process. In this section, the description includes the sequence of events for the planning process. This includes who was involved in the process, how the proposed development was actually accomplished, and how the public was involved.

The first step in the planning process for the LMS update involves an evaluation of the current goals and objectives in relation to changes in the county’s profile and recent impacts caused by disasters. This step also includes a review of other plans and programs that have impacts on hazard mitigation and post-disaster redevelopment. These plans and programs include the Comprehensive Emergency Management Plan, Floodplain Management Plan, Local Comprehensive Plans, Local Land Development Regulations, National Flood Insurance Program, Stormwater Management Plan, Building Codes, Zoning Ordinances, establishment of the Environmental Lands Acquisition & Management

Program, and the Hurricane Mitigation Ordinance. The existing programs and resources support a foundation necessary to identify additional planning and regulatory requirements. The review of existing programs and resources has provided a foundation necessary to identify additional planning and regulatory requirements for this update and will continually be used moving forward. The Local Mitigation Strategy Working Group identified a need to distinguish between short-term and long-term objectives to better track progress over time. This change was implemented during this planning cycle and future updates will be able to track the progress and changes of short-term objectives.

The second step of the planning process is evaluating the hazards that can possibly impact Pasco County, assess the potential impacts on people, property, and public infrastructure. A comprehensive review is conducted of the hazard itself, previous occurrences, and potential damages. This information is then weighed against the overall likelihood of the county experiencing the hazard at any extent to determine overall vulnerability. Although the primary focus for the LMS is naturally occurring hazards, consideration is given to man-made hazards as well. Over the life cycle of this plan, these hazards will be more fully integrated into the hazard profile. Special consideration is given to the potential impacts to vulnerable populations under both current and future conditions.

The final step is to identify and update a list of viable mitigation initiatives. Mitigation initiatives are various actions (programs, projects, or plans) that support the Goals and Objectives and result in the reduction of impacts from identified hazards and increased resiliency for the community. The proposing, adopting, and evaluating of initiatives takes place during quarterly meetings of the LMS Working Group as discussed later in this section.

Mitigation initiatives fall into three broad categories: design and construction of structural projects, environmental interventions, and non-structural interventions. Structural mitigation projects identified through the LMS include the strengthening of vulnerable structures, public facilities, and other critical infrastructure. These projects are designed to ensure these structures withstand wind, flooding, fire, and other hazards. A few examples of structural mitigation are elevation of facilities or homeowner properties, hardening of critical facilities, and upgrades of stormwater infrastructure. Environmental intervention are actions that reduce the vulnerability of communities hardening them against the elements. This category commonly includes engineered nature-based solutions as well as the purchase and/or the protection of environmentally sensitive lands, wildlife habitats, beach restoration and planting vegetation. Non-structural mitigation initiatives are policies and programs for avoiding hazard impacts. These policies may include zoning restrictions, acquiring land in the floodplain, promoting citizen awareness of hazard risks, and assessment of shelter mitigation initiatives. The LMS includes educational programs and the development of a Post-Disaster Recovery Ordinance. The implementation of a mitigation program is a key component in the achievement of a “sustainable community” one in which citizens, businesses and institutions are protected from the disruptions and impacts of emergencies, hazards, and disasters.

Implementation of mitigation initiatives will continue to decrease human and economic costs of disasters. Addressing public and private vulnerabilities within our community remains essential before a disaster strikes. Initiatives are created to find solutions to vulnerabilities and create a more effective plan for hazard mitigation, which is then shared and adopted during public LMS meetings to provide transparency to the whole community. In addition, the sharing of information reduces the duplication of effort and increases collaboration between government entities, private partners, property owners, and municipalities on project identification and execution. The increase in collaboration provides new avenues for offsetting costs for projects. The LMS provides eligibility for Pasco County to receive

federal funding. Without an LMS that has been approved by the community, specific grant funding is not attainable and without funding, projects and programs cannot be implemented.

The majority of the LMS incorporates pre-disaster assessments and solutions; however, post-disaster initiatives must be in place to make Pasco County a more resilient community. A long-term plan for reconstruction of impacted areas after a disaster occurs is instrumental in assuring the community does not continue to suffer repetitive losses. Continuous updates to policies for building codes, wetland protection, and local ordinances located in other plans throughout the County were taken into consideration in the development of the LMS.

Members will continue to recognize the importance of the “whole community” approach to this plan and encourage more proactive approaches to prevent and enhance the resilience throughout Pasco County. As such, all government entities will formally adopt the LMS update by resolution after FEMA has conditionally approved the plan.

### **Local Mitigation Strategy Working Group (LMSWG)**

The Local Mitigation Strategy Working Group includes participants and interested parties from various sections of the community. The LMSWG develops the LMS by establishing the planning process, setting goals and objectives, identifying changes to hazards, determining vulnerability to identified hazards, proposing new mitigation initiatives, analyzing existing initiatives and reviewing the existing LMS throughout the cycle of the plan. The LMSWG will continue to have quarterly meetings for updates, project inclusion, and any other relevant topics.

For the five-year updates of the LMS, the Working Group will have a voting panel to ensure that all municipalities are included in the update. This panel will be comprised of at least one voting representative from each of the local jurisdictions within Pasco County to ensure the entire involvement of the community, consistent with the “whole community” approach. One representative must be present to vote on major items from the cities of New Port Richey, Port Richey, Zephyrhills, Dade City, St. Leo, and San Antonio. The panel will include two individuals who will represent unincorporated Pasco County. The LMSWG will have the authority to make minor changes to the LMS at the quarterly meetings and annual update meetings on behalf of the voting panel.

Members of the LMSWG coordinated the development of the LMS with neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, businesses, academia, and other private and non-profit institutions. These agencies and groups are invited and encouraged to actively participate in the planning process by attending LMSWG meetings. The representatives’ acceptance of the invitation, formal or verbal, and actual attendance demonstrates their commitment to the effort. Formal invitations to the LMSWG are conducted through email correspondence and an announcement on Pasco County’s website. A copy of the formal invitation can be referenced in Appendix A for each meeting. The representatives have committed their time and available resources to develop a mitigation strategy that would protect life, property, and the environment as well as contribute to the economic well-being of the County.

Each participating agency and group present its programs and critical inventory, identifies mitigation opportunities, and subsequently has an opportunity to comment on preliminary and draft versions of the LMS. The Working Group reviews each agency’s function and identifies more opportunities for mitigation, including some applicable to agencies not present. The LMSWG incorporates appropriate

comments and distributes a final copy of the LMS to all participants. At the conclusion of the 2024 update to the LMS and after approval is provided by FEMA, the LMS will, within the next twelve months, be formally executed and adopted by the legislative bodies of Pasco County and its municipalities.

### **Multi-Jurisdictional Participation**

In addition to Pasco County Emergency Management and other representatives for Pasco County, the cities of New Port Richey, Port Richey, Zephyrhills, Dade City, San Antonio, St. Leo and existing members of the Local Mitigation Strategy Working Group (LMSWG) formed the core of the planning effort. No jurisdictions opted out of the planning process during this revision cycle. Each of these groups assisted in the maintenance and participation in the LMSWG. The LMSWG's multi-jurisdictional participation allows for more effective communication to the community and business organizations that help drive the LMS. In addition, each of the participating members was charged with:

1. Assisting with the development and update of the plan.
2. Reviewing the initial drafts for accuracy relative to their jurisdictions.
3. Identifying potential mitigation initiatives in their jurisdictions.
4. Providing updates to existing mitigation initiatives.
5. Reporting successful or unsuccessful completion of mitigation initiatives.
6. Providing assistance with project prioritization.
7. Reviewing and providing concurrence with the proposed risk analysis.
8. Adoption of the plan for their jurisdiction.

### **Participants**

Participants are defined by the LMSWG as those entities that would be eligible applicants for federal assistance in the case of a disaster. This includes public agencies and private non-profits assigned responsibilities under the Comprehensive Emergency Management Plan (CEMP). Participants also include Emergency Management staff, and support staff from county and city departments such as Community Development, Development Review Services, Facilities Management, Geographic Information Services, Zoning, Planning and Development, Parks, Recreation, and Natural Resources, Public Safety, Public Works, Utilities Services, and Stormwater Management.

### **Interested Parties**

In order to ensure a cross section of the community is involved in the development of the LMS a designation of "Interested Parties" was established. Interested Parties are citizens, businesses, contiguous counties, regional entities, etc. who may be affected by provisions in the plan. Interested Parties do not have any requirements for participation and are provided the opportunity to review the

work products developed by the Participants and providing comment to the LMSWG. All interested parties were encouraged to review and comment on the plan and submit appropriate projects. Some of the agencies, organizations, associations, and businesses represented as Interested Parties are the American Red Cross, Greater Dade City Chamber of Commerce, Emergency Management representatives from surrounding counties, the Pasco County Economic Development Council, and Tampa Bay Regional Planning Council, Florida Forest Service, Florida Division of Emergency Management, and FEMA Region IV representatives.

## **Public Involvement**

Public involvement throughout the planning process is essential to the development of an effective mitigation plan. The open nature of the LMSWG meetings and ability for the public to attend update sessions is a priority during the update of the LMS. Additionally, it is imperative that the citizens of Pasco County were informed and educated about the LMS at various outreach functions. All LMS meetings are advertised on the County website. The plan, prepared by the Pasco County Emergency Management, was created with a whole community approach which considers input of all interested individuals and agencies, with the public being given many opportunities to participate and contribute to its finalization before, during, and after LMSWG meetings. Also, all members of the LMSWG may contact Pasco County Emergency Management during non-emergency and normal business hours to comment on the plan, projects incorporated in the plan, and anything discussed at LMSWG meetings. The LMSWG has representation from homeowners and homeowner associations who actively participate, vote on project inclusions, and other items involved in the LMS plan and updates to the plan.

Public notices will be published prior to each LMSWG meeting to encourage the “whole community” approach, increase community awareness and further encourage public involvement. Each LMSWG meeting will be an open forum where anyone may comment, question, and expression concerns or opinions about the LMS.

Pasco County Emergency Management has provided information about the LMS and mitigation initiatives at outreach events since 2014, including:

- The Annual Pasco County Disaster Expo
- Homeowner consultations conducted regarding Hazard Mitigation Assistance grants
- Pre-hurricane preparedness events and speaking engagements hosted at assisted living facilities, homeowner associations, schools and nursing homes
- Citizen Corps and Community Emergency Response Team classes
- Meetings with private business and nonprofit organizations on mitigation initiatives

Upon approval of the plan by FEMA, copies of the LMS Update will be catalogued and made available at County Public Libraries, as well as the New Port Richey Library and published on the Pasco Emergency Management website. The existence and location of these copies will be publicized in public notices. The copies in libraries will have a first page in the binder containing the address and phone number of the County Emergency Management Staff Member(s) responsible for keeping track

of public comments on the plan. A notice will also be posted on the County website regarding the public availability of the LMS Update copies at the libraries. The most recent FEMA and Board of County Commissioner approved LMS will remain on the new Pasco County Emergency Website. In addition, the website will incorporate LMSWG meeting minutes and any LMS updates to the LMS. The website also includes contact information for members of the public to use to register comments.

## **The Planning Process**

In February 2023, the LMSWG was notified that the LMS was to be resubmitted to FEMA before August 2024 for renewal. The group worked to meet the new mitigation criteria established in the 2023 Florida State Hazard Mitigation Plan. The LMSWG voted to maintain the existing goals and objectives from the plan for the new cycle. Throughout the year, Pasco County Emergency Management worked on updating the plan to meet current conditions of the county and presented changes to the LMSWG for comment and approval. Concurrently, Emergency Management staff worked with other county departments on reviewing the hazard analysis section of the plan and presented findings to the LMSWG for input. In 2024 Pasco County Emergency Management conducted a final review of the LMS plan using current guidance and requirements provided by FEMA and FDEM as well as the Mitigation Plan Review Checklist. Pasco County Emergency Management believes that the Pasco County LMS remains compliant with Federal criteria and has submitted the plan to the Florida Division of Emergency Management for review.

During the February annual update meeting of 2023, Pasco County Emergency Management initiated the process of the updating the plan by explaining to the LMSWG the purpose of the LMS and why it is essential that there is involvement throughout the remainder of the update. Representatives from each jurisdiction were in attendance. All attendees of this initial meeting were encouraged to participate in the plan update and encouraged to increase community participation through their contacts.

Early in the review and update process, the LMSWG reviewed the existing list of hazards and their assigned levels of risk. Each hazard was reviewed for current and future conditions. Each hazard in this plan received an update to better reflect current conditions, anticipated changes, and past occurrences. Overall, the Working Group decided to make the following 3 substantial changes to the county's hazard profile:

1. Add Infectious Disease as a hazard
2. Expand the Cyber Security hazard section to better reflect the county's risk
3. Incorporate findings from the Resilient Pasco initiative as needed

These changes were incorporated into this version of the LMS and updates will continue throughout the five-year cycle of this plan.

As mentioned above, each hazard section was reviewed and updated to account for the changes in the community over the last five years, anticipated future conditions (both environmental and demographic) and recent incidents for that type of hazard. Hurricane Ian, Hurricane Idalia, and COVID-19 all prompted discussion and updates in their respective hazard profiles in this plan.

As a major aspect of this LMS review cycle, participants and interested parties were asked to review the list of critical assets and infrastructure in their operating areas. Critical assets are defined as any

physical asset that is essential to the operating mission of the department, municipality, or business. Critical Infrastructure is defined as any physical asset that is essential to providing community lifelines to the community. The LMSWG utilized FEMA’s list of critical lifelines as a template for this undertaking.

#### FEMA Community Lifelines

1. Safety and Security
2. Food, Hydration, Shelter
3. Health and Medical
4. Energy
5. Communications
6. Transportation
7. Hazardous Materials

Assets and infrastructure were categorized according to this list, catalogued and then each participant and interested party was instructed to review each asset in their operation against the list of hazards to determine possible impacts. Working Group participants were not required to supply their lists to Pasco County or the working group but were encouraged to use the results as a basis for mitigation initiatives and project scoping.

To better understand vulnerabilities in Pasco County, special attention was paid to determining community risk for each hazard. Pasco County Emergency Management incorporated discussions of vulnerable populations into each hazard profile. The LMSWG was instructed to consider vulnerable populations in mitigation initiatives. For planning purposes vulnerable populations include the elderly, children, economically disadvantaged, ethnic minorities, persons with disabilities and those experiencing homelessness. Low-moderate income (LMI) and the Social Vulnerability Index (SVI) were used to determine areas of greater economic need.

In addition to the groups listed above, Pasco County identified areas of concern for each hazard. Areas of concern can be identified as geographic locations where natural factors lead to a higher likelihood of experiencing loss from a hazard. As an example, during this cycle special consideration was made to review Repetitive Loss lists provided by FEMA to identify Repetitive Loss Areas. Special outreach mailers were sent to all structures on the Repetitive Loss list that included information on flood risk, flood insurance, contact information for county staff for individual consultations and mitigation grant information. During the update cycle for this plan, these outreach efforts will be increased to include the entire RL area.

Throughout the update process for this LMS a list of projects was maintained and updated. Beginning from the project list from the previous update, projects were removed, marked complete, updated, and added throughout the cycle. During this time, 35 new projects were added to the project list, 7 were completed and removed, and 11 were updated to show an ‘in progress’ status. The LMS coordinator allows for new submissions at each meeting of the LMSWG, new initiatives are reviewed by the working group and the group votes on whether to add the initiative to the project list.

Each initiative on the project list includes the project name, a description, location, hazards mitigated by the initiative, potential funding sources, goal and objective alignment, contributor, timeline, status

and estimated cost. Any participant, interested party, or municipality and propose initiatives at LMS Working Group meetings by filling out the project submission form. The initiative then receives input and a vote for submission to the project list. Contributors on the project list that are not jurisdictions that have adopted the Local Mitigation Strategy will receive planning and grant management support from Pasco County should they seek funding under Hazard Mitigation Assistance or other federal or state programs.

The project list is a living document that represents mitigation initiatives for the entire community of Pasco County. The project list is updated as needed by Emergency Management staff and all changes are presented to the LMSWG at meetings. The project list is used to support grant applications by relating the initiative to the LMS goals and objectives.

Mitigation initiatives on the project list are ranked by the LMSWG for grant application cycles. Each initiative is presented to the working group and given scores based on a 12-question scoring rubric. Ranked results are presented to the awarding agency along with letters of support from the LMSWG.

Pasco County Emergency Management then reviewed existing County and municipal policies, programs, ordinances, and plans. Pasco County currently has several existing programs and plans related to hazard mitigation and post-disaster redevelopment. These programs and plans include the Comprehensive Emergency Management Plan, the Floodplain Management Plan, Local Comprehensive Plans, Local Land Development Codes and Regulations, Community Rating System Program for Public Information (CRSPPI), National Flood Insurance Program, Stormwater Management Plan, Building Codes, Zoning Ordinances, and the Environmental Sensitive Lands Program. Each of the aforementioned plans contains information that is both detailed and relevant to the mitigation efforts that further support the mission of the Local Mitigation Strategy.

In summary, the planning process was inclusive in that all participants in the LMSWG were provided the opportunity to review, comment and otherwise contribute to all aspects of the plan. At the core of the mitigation planning process was the coordination and partnership among the governmental units involved in the planning process as well as the input from private citizens and businesses.



## V. HAZARD IDENTIFICATION RISK ASSESSMENT

### Introduction

The Hazard Identification Risk Assessment (HIRA) is a comprehensive assessment of the natural and man-made hazards that could potentially affect any of the widely dispersed communities in Pasco County. The communities include the six municipalities (New Port Richey, Port Richey, San Antonio, Saint Leo, Dade City and Zephyrhills), and unincorporated Pasco County. Local Mitigation Strategy Working Group identified specific communities and populations affected by each hazard. The hazard analysis and vulnerability assessment process includes, among other facets, identifying the hazards with the highest probability of affecting the county; and which populations or communities are most vulnerable to each hazard. This information forms the basis on how the mitigation strategy is developed.

During the 2024 revision to this plan, the LMSWG reviewed all of the hazards included in the previous plan and their ranking in order to maintain consistency with The Enhanced State of Florida Hazard Mitigation Plan and how specific hazards impacted the county during the life cycle of the plan. From 2019-2023 Pasco County's Emergency Operations Center was activated for multiple natural hazards, which allows the working group access to data from recent events to fully review the hazard profile of the county. The following data sources were used to determine which hazards possess the greatest threat to Pasco County:

- Local documentation and data from past events
- FEMA declaration information from disasters that included Pasco County
- Conversations with subject matter experts, such as the Florida Forest Service, the National Oceanic and Atmospheric Administration (NOAA), the National Weather Service (NES), and other similar agencies
- Local strategic plans, emergency operations plans, comprehensive plans, transportation and stormwater management documents and workshops with agencies or departments impacted by these plans
- Conversations with local emergency management agencies
- Geographic Information Systems (GIS) information and data collection
- The Enhanced State of Florida Hazard Mitigation Plan
- FEMA's Hazus tool and Hazus Library
- Resilient Pasco Project Deliverables and meetings

Pasco County reviewed the hazards included in the Risk Assessment of the Florida State Hazard Mitigation Plan for inclusion in this plan. A number of hazards are unlikely to occur in Pasco County given its geographical and populous features, therefore no mitigation initiatives have been introduced by the working group for these hazards. These hazards are included in brief in the Low Probability section. Hazards that were determined to pose a significant risk to the county are included in detail with discussion on the history, location, vulnerability (including vulnerable populations), extent and probability.

An evaluation for each hazard is in the section for that hazard. To determine the overall hazard ranking, each hazard's location, impacts and probability were evaluated. Descriptions of the criteria for each are below:

- Location-
  - The geographic location that could be impacted by a single occurrence of the hazard at its most severe. The location of each hazard was categorized as either:
    - Negligible- Less than 10 percent of the community
    - Limited- 10-25 percent of the community
    - Significant- 25-75 percent of the community
    - Extensive- 75-100 percent of the community
- Impacts-
  - How much damage across all community lifelines a single occurrence of the hazard could cause at its most severe. The impact of each hazard was categorized as either:
    - Weak- Resulting to little or no damage
    - Moderate- Resulting in some damage and loss of services for days
    - Severe- Resulting in devastating damage and loss of services for weeks or months
    - Extreme- Resulting in catastrophic damage and uninhabitable conditions
- Probability-
  - How likely the area is to experience the hazard based on previous occurrences and current conditions. The probability of each hazard was categorized as either:
    - Unlikely– Less than 1 percent probability in the next 100 years.
    - Low– 1 to 10 percent probability in the next 10 to 100 years
    - Moderate- 10 to 90 percent probability in the next 10 years
    - High- 90 to 100 percent probability in the next 2 years.

As an example, a hazard with a high probability (at least once a year) that can impact a large geographic area to a significant extent is considered a be a high risk. Each hazard's profile is taken individually to determine the overall risk rating.

### **Low Probability Hazards**

The following hazards were determined to be low probability and are not expected to impact Pasco County in any significant way. As such, they are briefly discussed here but excluded from the Hazard Assessment and no mitigation initiatives have been considered.

## **Earthquake**

According to the USGS and FEMA, Florida is far enough from known earthquake risk areas that experiencing noticeable impacts from earthquakes is highly unlikely. Figure X shows the risk areas map for the Eastern United States. The Enhanced State Hazard Plan indicates that at under current conditions and expected future conditions impacts from earthquakes are very limited in scope. Because of these indicators, Pasco County has not introduced any mitigation initiatives aimed at reducing impacts from earthquakes.

## **Dam/Levee Failure**

Dams are man-made structures that retain or store liquids for various reasons that assist with energy generation, livestock, irrigation, or pollution control. There are several dams in the state of Florida, and two man-made reservoirs exist in Pasco County. During the cycle of this plan, the reservoirs were the subject of exercise and emergency planning. Current conditions of the structures and possible impacts of failure reveal a limited potential impact and no current mitigation initiatives have been proposed for reservoir failure. It is important to note, however that future conditions may change this outlook and additional planning for failure will take place during this LMS cycle.

## **Landslide**

The United States Geological Survey (USGS) defines a landslide as a wide range of ground movement, such as rock falls, deep failure of slopes, and shallow debris flows. In addition, the USGS identifies the most likely areas in the Appalachian Mountains, Rocky Mountains, the Pacific Coastal Ranges, Hawaii, and Alaska. The 2023 Enhanced State Hazard Mitigation Plan excludes landslides due to the state's relatively flat topography. Pasco County has no historical data on landslide impacts and no mitigation initiatives have been proposed to mitigate impacts from this hazard.

## **Tsunamis**

The National Oceanic Atmospheric Administration (NOAA) defines tsunamis as giant waves caused by earthquakes or volcanic eruptions under the sea<sup>3</sup>. The likelihood that a tsunami will impact the Gulf coast is extremely unlikely despite seismic activity in the Caribbean. The Enhance State Hazard Mitigation Plan of 2023 explains that the occurrence of a tsunami affecting the Gulf coast is minimal due to seismic stability. Pasco County has no historical evidence of a tsunami incident and does not have any active mitigation efforts devoted to tsunami mitigation.

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<sup>3</sup> <https://oceanservice.noaa.gov/facts/tsunami.html>



Hurricane Ian over the state of Florida

Source: Colorado State University

### **Description**

According to the National Hurricane Center (NHC) a tropical cyclone is a rotating, organized system of clouds and thunderstorms that originates over tropical or subtropical waters and has a closed low-level circulation. Tropical cyclones mainly develop over tropical waters and are seasonally dependent which provides better lead time for preparation. For Florida, tropical cyclones typically form over the Atlantic Ocean, Caribbean Sea, or the Gulf of Mexico and move towards the State.

### **Location**

All jurisdictions in Pasco County are at risk from the impacts of tropical cyclones. Inland jurisdictions of St. Leo, San Antonio, Dade City and Zephyrhills are at risk from heavy rains, inland flooding, riverine flooding, and high winds. Coastal jurisdictions of New Port Richey and Port Richey are at risk from heavy rains, coastal flooding, storm surge, riverine (tidal and non-tidal) flooding, inland flooding, and high winds. Overall, unincorporated areas of Pasco County follow the same risk profile, with coastal communities at higher risk than inland communities.

## Extent

Tropical storms will continue to develop and intensify as they move through warm water, areas of favorable wind conditions, and areas of decreasing pressure. If one or more of these components are not present, the tropical cyclone may lose intensity, or not develop at all. Tropical cyclones are commonly referred to by their wind strength category, such as tropical depressions, tropical storms, hurricanes, or major hurricanes. The following define when the appropriate classification/category is used:

Tropical Depression- Tropical Cyclone with sustained wind speeds of 38 mph or less.

Tropical Storm- Tropical Cyclone with sustained wind speeds between 39mph and 73mph.

Hurricane- Tropical Cyclone with sustained wind speeds of 74mph and higher. Further categorized based on the Saffir-Simpson Hurricane Wind Scale in Figure 5.1.

**Figure 5.1 Saffir-Simpson Hurricane Wind Scale**

Category	Wind Speed (mph)	Damage
1	74 – 95	Very dangerous winds will produce some damage
2	96 – 110	Extremely dangerous winds will cause extensive damage
3	111 – 129	Devastating damage will occur
4	130 – 156	Catastrophic Damage will occur
5	156 +	

*Source: National Hurricane Center Glossary*

Hurricanes are often discussed in terms of their strength at landfall but may impact the community in different ways depending on track, speed and intensity. For example, a Category 5 hurricane that makes landfall in south Florida and travels north through the center of the state could impact inland communities such as Dade City and Zephyrhills as a category 1 hurricane or strong tropical storm. This could bring inland flooding and wind damage to these communities. The same storm making landfall directly on Pasco County’s coastline would have devastating category 5 hurricane impacts (including storm surge, wind and compound flooding) to the coastal communities including New Port Richey and Port Richey and bring category 2 or 3 impacts such as inland flooding and heavy winds to the inland communities.

Hurricanes and Tropical Cyclones pose a significant threat to Pasco County’s growing population. In order to provide the most accurate and timely information, Pasco County Emergency Management follows official NHC advisories and forecasts. NHC advisories include watches, warnings and include details on the cyclone’s movement and intensity. Advisories enable local officials to make proper decisions before weather conditions become too dangerous for workers and residents of Pasco County. Figure 5.2 outlines the most common advisories that may be issued for a tropical cyclone. These advisories can only be used once a tropical system has fully formed into a cyclone. Potential Tropical Cyclone Warnings will be issued when areas of tropical disturbance are expected to develop into a tropical storm or hurricane and impact land within 48 hours.

**Figure 5.2 National Hurricane Center Advisories**

	Watch	Warning
<b>Tropical Storm</b>	Issued when sustained winds, as a result of a tropical cyclone, are possible between 39 – 73 mph for a specified area. Tropical Storm Watches are issued 48 hours in advance of the forecasted onset of winds.	Issued when sustained winds, as a result of a tropical cyclone, are possible 39 to 73 mph for a specified area. Tropical Storm Warnings are issued 36 hours in advance of the forecast onset of winds.
<b>Hurricane</b>	Issued when sustained winds, as a result of a tropical cyclone, are possible to reach 74 mph or higher for a specified area. Hurricane Watches are issued 48 hours in advance of the forecasted onset of winds.	Issued when sustained winds, as a result of a tropical cyclone, are possible to reach 74 mph or higher for a specified area. Hurricane Warnings are issued 36 hours in advance of the forecasted onset of winds.

Source: National Hurricane Center Issuance Criteria

**Historical Occurrence**

According to NOAA’s Coastal Service Center website, 34 tropical cyclones of various intensities have crossed directly through Pasco County since 1872 and 15 of those have been reported since 1950. Only one tropical cyclone has made landfall in Pasco County and only at tropical depression intensity.

More recently, tropical cyclones that travel within, or are expected to travel within, 50 miles of Pasco County require an activation of the Emergency Operations Center (EOC). Since 2017, the following tropical cyclones have required an activation of the Pasco County EOC: Hurricane Michael, Hurricane Dorian, Hurricane Elsa, Hurricane Ian, Hurricane Nicole and Hurricane Idalia.

**Figure 5.3 Tropical Cyclones with Impacts to Pasco County**

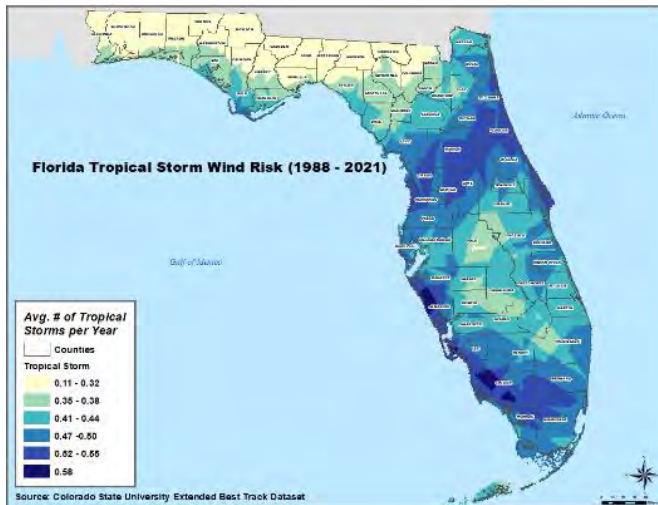
Storm Start Date			Storm Name	Storm Peak Wind Speed (knots)	Storm Peak Category	Pasco Impacted Wind Speed	Pasco Impacted Category
Year	Month	Day					
1950	10	14	King	115		65	H1
1950	9	1	Easy	105	H3	100	H3
1959	6	18	Not Named	75	H1	30	TD
1960	8	31	Donna	125	H4	105	H3
1960	7	28	Brenda	60	TS	30	TD

1960	9	23	Florence	50	TS	25	TD
1964	6	2	Not Named	50	TS	30	TD
1968	10	15	Gladys	75	H1	70	H1
1969	10	2	Jenny	40	TS	25	TD
1970	5	20	Alma	70	H1	25	TD
1974	6	25	Subtrop 1	55	SS	45	SS
1976	9	13	Subtrop 3	40	TS	15	SD
1982	6	18	Subtrop 1	60	TS	30	SD
1984	9	26	Isidore	50	TS	45	TS
1988	11	20	Keith	60	TS	55	TS
1990	10	10	Marco	55	TS	40	TS
1991	7	1	Ana	45	TS	20	L
1995	8	2	Erin	85	H2	50	TS
1995	8	23	Jerry	35	TS	35	TS
2000	9	16	Gordon	70	H1	65	H1
2001	9	15	Gabrielle	70	H1	45	TS
2002	9	2	Edouard	55	TS	20	TD
2003	9	6	Henri	50	TS	30	TD
2004	8	10	Charley	130	H4	75	H1
2004	8	25	Frances	125	H4	55	TS
2004	9	14	Jeanne	105	H3	55	TS
2005	10	24	Dennis	130	H4	34	TS
2006	6	11	Alberto	60	TS	37	TS
2007	6	1	Barry	50	TS	40	TS
2008	8	15	Fay	60	TS	36	TS
2012	6	23	Debby	55	TS	35	TS
2016	6	6	Colin	50	TS	44	TS
2016	8	31	Hermine	46	TS	70	H1
2016	9	13	Julia	45	TS	-	-
2016	9	28	Matthew	145	H5	34	TS
2017	7	31	Emily	50	TS	Less than 34	-
2017	8	30	Irma	155	H5	65	H1
2018	10	6	Michael	140	H5	34	TS
2019	8	24	Dorian	160	H5	Less than 34	-
2021	6	30	Elsa	75	H1	43	H1
2022	9	21	Ian	140	H5	45	TS
2022	11	6	Nicole	65	H1	55	H1
2023	8	26	Idalia	130	H4	60	H3

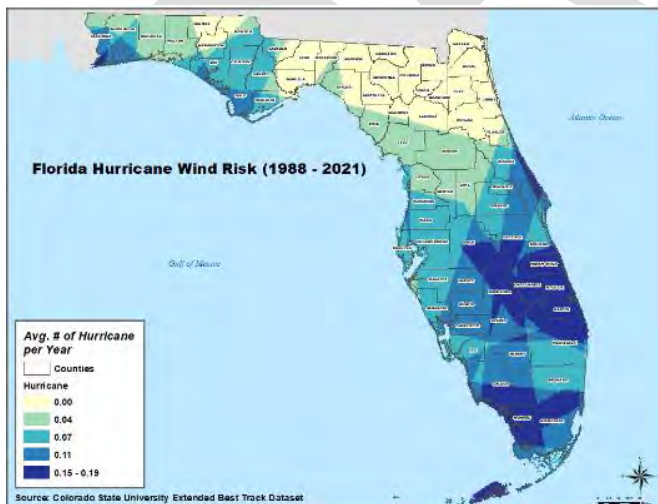
## Probability

The Florida State Hazard Mitigation Plan includes data obtained from the Department of Atmospheric Science at Colorado State University. The data shows the probabilities for both tropical storms and hurricanes impacting the State of Florida. This information was taken from 33 years' worth of data and the outputs are located in Figure 5.4 and Figure 5.5. Pasco County is likely to experience .47-.50 tropical storms in any given year, with the far north-west corner of the county with a higher average of .52-.55. For Hurricanes, Pasco County is expected to experience an average of .07 hurricanes per year.

**Figure 5.4 Florida Tropical Storm Wind Risk**



**Figure 5.5 Florida Hurricane Wind Risk**





The SHMP also includes information gathered through HAZUS that specifies the highest intensity of tropical cyclone impacts expected during a given period. The 500-year probability data shows that during that recurrence interval west Pasco is expected to experience category 4 hurricane strength winds. It is important to note that recurrence probability does not mean that these hazards can only actualize once in the period. For instance, the 500-year probability is more accurately portrayed as a .02% chance each year.

**Figure 5.6 Recurrence Intervals for Winds**

Recurrence Interval	Highest Likelihood of Wind Strength
Every 10 Years	Tropical Storm Force Winds
Every 20 Years	Category 1 Hurricane Winds
Every 50 Years	Category 2 Hurricane Winds
Every 100 Years	Category 3 Hurricane Winds
Every 500 Years	Category 4 Hurricane Winds

Source: 2023 State Hazard Mitigation Plan

Colorado State University further explored probabilities by utilizing NOAA data of hurricane impacts between 1880-2020 to estimate the likelihood of tropical systems impacting Pasco County. The data collected places Pasco County at a 36% chance of experiencing a named tropical cyclone, a 17% percent chance for experiencing a hurricane and a 5% chance of experiencing a major hurricane.

Based upon the high probability for tropical cyclones and the recent activity in the past five years, Pasco County can expect tropical cyclone activity to activate the County’s Emergency Operations Center at least once a year. Recent history indicates that we can expect a storm to affect our county every two to three years, and the most likely event will be a Category 3 or less storm. However, the threat of a hurricane impacting Pasco County occurs annually and landfalling tropical cyclones are trending higher in intensity over time.

### Impacts

Despite advancements in tropical weather monitoring and forecasting, tropical cyclones remain unstable and be unpredictable. In 2022, Hurricane Ian’s expected landfall location shifted 100 roughly miles to the south and intensified from a category 4 hurricane to a category 5 in the two days before it made landfall. The Hurricane Warning area for Hurricane Ian did not expand south of Ft. Meyers until landfall was just over 24 hours away from landfall. The uncertainty in the storms track and ultimate landfall location caused county officials in the state to operate under increased pressure and ultimately caused delays in notifications and evacuation orders. Because the Gulf of Mexico often presents conditions conducive for tropical cyclone development, coastal communities like Pasco County are especially vulnerable to impacts from tropical cyclones with limited warning.

Severe weather should be expected from tropical cyclones. Tornadoes, which are explained later in the Risk Assessment, may also be possible during a tropical cyclone. The Central Pacific Hurricane Center explains that tornadoes are strongly favored in the right-front quadrant (northeast side) of a tropical cyclone and occur mainly in the outer rain bands between 50-200 miles from the tropical cyclone center. However, some instances document tornadic activity in the inner core or eyewall of the tropical

cyclone<sup>4</sup>. Other severe storm hazards such as flooding, lightning, and heavy rains should be expected as a result of a tropical cyclone and they will be discussed later in the Risk Assessment. The primary hazards associated with tropical cyclones are high winds, heavy rains, and storm surge.

As winds increase, pressure against objects is added at a disproportionate rate. Tall structures, like radio towers, can be destroyed by gusty hurricane force winds and some structures, such as mobile homes are particularly at risk. High winds, if sustained long enough, can damage most structures enough to render them unsafe to inhabit and can cause significant health and safety risks to occupants during tropical cyclones.

According to ASCE 7-22 data mapped by the University of Florida<sup>5</sup>, Pasco County the west coast of Pasco County is in the 140 mph wind bourn debris zone for a category 2 hurricane and in the 150-mph zone for category 3 hurricanes. Therefore, wind gusts of those speeds are expected to impact buildings in the zone under tropical cyclonic activity. Figure 5.7 and Figure 5.8 show the extent of these zones in Pasco County. Wind speeds should be expected to exceed these categories depending on track and intensity of each storm.

**Figure 5.7 Wind-Bourn Debris Category 2 Map**



<sup>4</sup> [http://www.prh.noaa.gov/cphc/pages/FAQ/Hurricanes\\_vs\\_tornadoes.php](http://www.prh.noaa.gov/cphc/pages/FAQ/Hurricanes_vs_tornadoes.php)

<sup>5</sup> <https://www.geoplan.ufl.edu/portfolio/wind-speed/>

**Figure 5.8 Wind-Bourne Debris Category 3 Map**

Ultimate Design Wind Speeds, Vult, For Risk Categories I-IV Buildings and Other Structures



According to the NHC, wind gusts higher than 110 mph can cause catastrophic damage to man-made and natural structures and that even well-constructed homes will have substantial damage to their roofs and walls. Winds at these speeds can also cause hazardous debris to become projectiles, further damaging building and posing a significant safety hazard to any person that is unsheltered.

The amount of rain that tropical cyclones can bring is highly variable. Depending on the intensity of the cyclone and the speed at which the center of the cyclone is moving, these systems can cause long periods of consistent heavy rain. Hurricane strength systems can bring six to twelve inches of rain with more rain in larger, slower moving systems. Rainfall will not normally require the emergency evacuation of large numbers of residents during the passage of a tropical cyclone as does storm surge and flooding. The ensuing rain, however, has the potential to slow traffic, overtax the stormwater drainage system, and hamper evacuation routes that could severely reduce the number of hours available for the overall evacuation. Flooding is a major threat to areas well inland of a tropical cyclone that may require the evacuation of coastal residents and mobile home residents.

Tropical cyclones often bring enough rain to the region that riverine flooding can impact Pasco County well after a storm has passed. Areas along the Withlacoochee and Hillsborough Rivers are susceptible to cascading flooding post storm as rain waters drain regionally.

Tropical cyclones of all categories are also able to produce significant storm surge. Storm surge is the abnormal rise in sea level as a result of a tropical cyclone or severe storm pushing winds onshore. Storm surge is mainly located along tidal shorelines and tidal rivers in Pasco County. Storm surge can be even more destructive as it combines with high tides and high breaking waves. Generally, the more intense and closer a perpendicular track is to the coastline, the higher storm surge will be. Storm surge intensifies or abates based on the width and slope of the continental shelf<sup>6</sup>. For most cases, with few exceptions, shallow continental shelf slopes produce more intense surges compared to a steeper shelf. Pasco County has a high shoaling factor (shallow water and gradual slope of the Gulf bottom) off the Central West

<sup>6</sup> <https://www.nhc.noaa.gov/surge/>

Coast of Florida, and therefore modeling data indicated higher surges compared to other coastal counties in Florida.

According to the NHC, 49% of deaths reported over a 50-year period were the direct result of storm surge. Six out of ten of the deadliest hurricanes reviewed in this study were only Category 1 intensity at landfall. The storm surge percentage supersedes all other lethal hazards associated with tropical cyclones or severe storms.<sup>7</sup> As previously explained in the Community Profile of this LMS, the area along the coast is heavily populated which leaves segments of Pasco County vulnerable to a passing tropical cyclone.

During Hurricane Idalia in 2023, northwest Pasco County experienced 4-6 feet of storm surge which caused extensive damage to residential structures in Hudson, Port Richey, and New Port Richey. Despite the storm center's distance from the coast, water levels of 2-4 feet above ground were reported throughout the area, with significant road flooding up to US-19 between Hudson Avenue and Sea Ranch Drive.

The National Hurricane Center utilizes Sea, Lake, and Overland Surges from Hurricanes (SLOSH) modeling to understand how vulnerable a coastline is during a storm surge event.<sup>8</sup> The model incorporates physics of the storm, (track, intensity, size, forward speed, and landfall location) and continental shelf geography to determine surge inundation. Because tropical cyclones undergo constant change in physics and landfall, the SLOSH model has been further refined. The SLOSH model was refined by being run several thousand times with hypothetical hurricanes of different landfalls and intensities to provide what is called the Maximum Envelopes of Water (MEOWs)<sup>9</sup> and Maximum of MEOWs (MOMs)<sup>10</sup>. The MEOWs determine the worst-case scenario for the Tampa Bay Basin for specific storm intensities, forward speeds, trajectories, and tide level with uncertainty with forecasted landfall location. The MOMs determine the worst-case scenario for the Tampa Bay Basin for intensity, forward speed, trajectory, and tide for the "perfect" forecast. The combination with the MEOWs and MOMs of the SLOSH model account for forecast uncertainty. This refined version of SLOSH and other appropriate modeling data from the Tampa Bay Regional Planning Council are part of the development for Pasco County evacuation zones. Figure 5.9 shows the current evacuation zones for Pasco County and will be used as a planning tool for public officials during tropical cyclone events, or severe weather that causes possible surge inundation.

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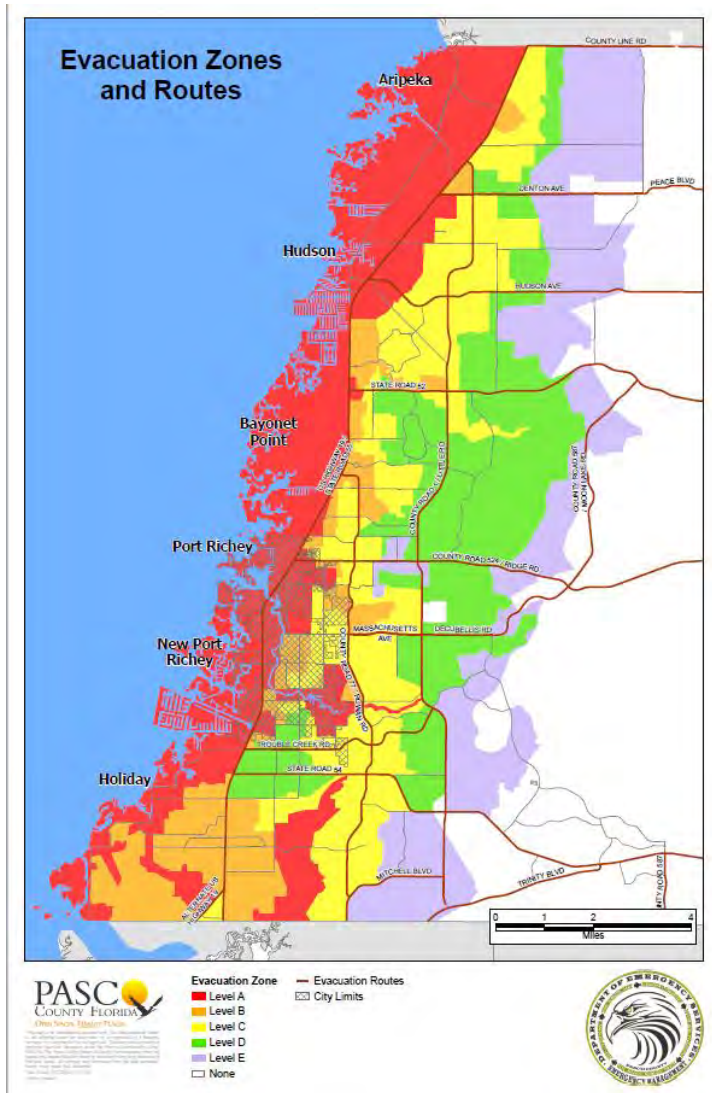
<sup>7</sup> <https://journals.ametsoc.org/doi/pdf/10.1175/BAMS-D-12-00074.1>

<sup>8</sup> <https://www.nhc.noaa.gov/surge/slosh.php>

<sup>9</sup> <https://www.nhc.noaa.gov/surge/meowOverview.php>

<sup>10</sup> <https://www.nhc.noaa.gov/surge/momOverview.php>

**Figure 5.9 Evacuation Zones and Routes**



Following the direct impact of a hurricane many residents will be unable to return to their homes. Many mobile/manufactured homes will be destroyed and repairs to other homes that are uninhabitable may take weeks or months to complete. Some may choose to never return to their homes as seen in Hurricane Andrew and Hurricane Katrina. The economic impact will vary greatly. Many small businesses will close forever while others will prosper. Home repair, carpet and appliance businesses will experience short-term increases in business. Other businesses, particularly those associated with tourism or real estate sales, will see significant declines, potentially for the long term.

The Florida SHMP acknowledges that several factors may be changing the development and intensity of tropical cyclones now and in the future. Higher water temperatures in the Gulf of Mexico increase both surface energy and atmospheric moisture, both of which are key elements in creating a strong tropical cyclone. Similarly, an increase in atmospheric moisture is likely to yield more heavy rain in tropical systems. Although weakened oceanic currents may decrease the number of tropical cyclones

that impact Pasco County in the future, increased warmth and moisture make it likely that those that do impact the county have high intensities.

## **Vulnerability**

Pasco County is considered highly vulnerable to tropical cyclones given the climatology for tropical storm development, coastal population, the population age, and the history of events. Tropical cyclones can affect large geographical areas to an extreme extent. Tropical cyclones are likely to impact Pasco County in the future therefore the overall vulnerability is high.

Pasco County has approximately 29,979 mobile homes according to GIS data. Because of the high risk of damage to these homes caused by high winds, mobile homes are included in every evacuation order, regardless of their location.

A large portion of Pasco County's non-mobile home housing stock consists of older and less substantially constructed homes built before the Florida Building Code enacted in 1994. These structures are vulnerable to wind events and are far more likely to suffer damage during a disaster.

New construction is required to be built to withstand the impact of wind-borne debris and to include appropriate window protection (shutters or shatter-resistant glass). Both as a result of changes in Florida building codes, the County's participation in the NFIP, and the Community Rating System. It is generally anticipated that, with strict application of building codes, future development will have less susceptibility to damages from the effects of tropical cyclones.

Regardless of their age, structures close to the coast are highly vulnerable to storm surge. As mentioned earlier, storm surge probabilities were used to determine Pasco County's evacuation zones and priority. Figure 5.10 illustrates the population density in these vulnerable areas. The most significant density is within the first three evacuation zones.

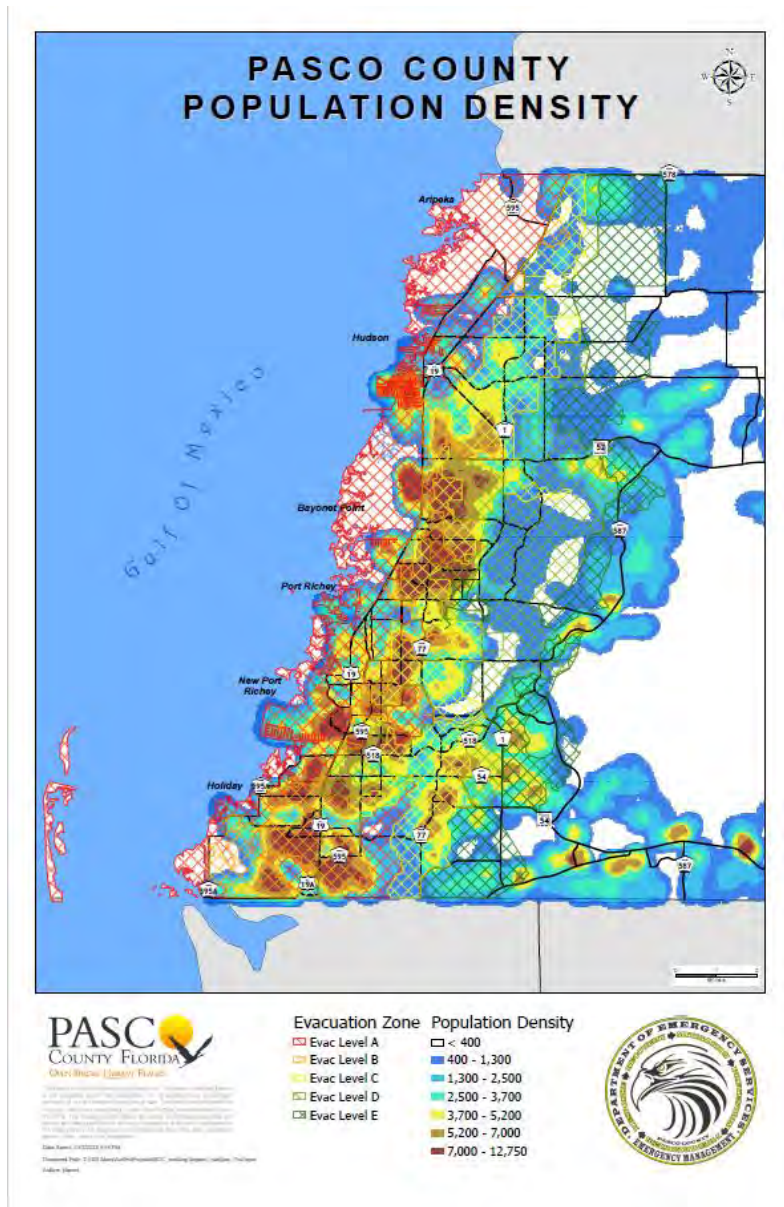
For all coastal communities in Pasco County, including the jurisdictions of New Port Richey and Port Richey, tropical cyclones have been assessed as follows:

- Location – Extensive
- Impacts – Extreme
- Probability – High
- Overall Vulnerability – High

For inland communities in Pasco County, including the jurisdictions of St. Leo, San Antonio, Dade City, and Zephyrhills, tropical cyclones have been assessed as follows:

- Location – Extensive
- Impacts – Severe
- Probability – High
- Overall Vulnerability – High

Figure 5.10 Population Density- West



According to data received from the Property Appraiser, just over 70,000 residential structures and almost 5,000 businesses exist in evacuation area A, B or C. In all zones together almost 100,000 residential structures and 6,600 businesses are vulnerable to extreme storm surge.

### Vulnerable Populations

Tropical cyclones pose a threat to all populations depending on the track and intensity of the storm. Populations already vulnerable, such as the elderly, children, people with disabilities and those that are socioeconomically disadvantaged have an increased vulnerability to the impacts of tropical cyclones and may be impacted disproportionately when compared to other populations.

Elderly individuals have increased health and mobility concerns that may affect their ability to evacuate before a storm or seek help after a storm. As discussed in the Community Profile, 20% of the county's population are over the age of 65 and people in this age category are highly likely to have at least one chronic illness.

People with physical or mental disabilities or impairment are disproportionately impacted in several ways. Many may require more assistance to reach shelters in time while others may be economically constrained and unable to recover or do repairs to damaged homes. Those with cognitive impairment may not be able to respond to evacuation orders or weather warnings without assistance.

Any resident, regardless of their age who requires sheltering assistance due to physical impairment, mental impairment, cognitive impairment, or sensory disability that requires care at a higher level than what is provided at a general population shelter, but does not require the level of care provided at a skilled medical facility is able to register for the Special Needs Registry. Residents on the registry are contacted prior to landfall of tropical cyclones in order to ensure they are evacuated to the proper level.

Economically disadvantaged populations, including people experiencing homelessness, may have more difficulty preparing for and recovering from the impacts of tropical cyclones. Financial constraints are often a key factor when people are deciding whether to evacuate during a storm. Economically disadvantaged communities are also more likely to be in hazardous areas and live in houses built before the enhanced building codes came into effect.

Eleven of the seventeen Qualified Opportunity Zones in Pasco County are in evacuation zones. Additionally, all areas west of US-19 from County Line Road to Ridge Road are considered Low Moderate Income (LMI) areas. Because of their location, this population is highly vulnerable to storm surge, high winds, heavy rain and localized flooding. Homeless individuals and those living in mobile homes are at increased risk from injury from high winds. Communities impacted in these areas may be unable to quickly repair damage and fully recover from disasters, they may be uninsured or underinsured which could lead to a longer recovery period after a tropical cyclone has passed.

Because a large portion of the county is likely to be impacted to an extreme extent, the Pasco County LMS Working Group has assigned tropical cyclones a high vulnerability rating.





Source: Pasco County Sheriff's Office

### Description

Flooding is the most frequent of all natural disasters. A flood, as defined by the National Flood Insurance Program (NFIP) is “A general and temporary condition of partial or complete inundation of 2 or more acres of normally dry land area or of 2 or more properties from: overflow of inland or tidal waters, unusual and rapid accumulation or runoff of surface waters from land source, or a mudflow<sup>11</sup>.” Floods can be slow or fast rising, but generally develop over a period of days. Locally, the Pasco County Department of Emergency Management considers floods to be inundation of normally dry land for more than 1 hour.

Flooding typically involves the overflowing of normal flood channels, rivers, or streams because of prolonged rainfall. The lateral spread of floodwater is largely a function of the terrain, becoming greater in wide, flat areas, which generally affects narrower areas in steep terrain. Variations in circumstances affect the duration of the inundation of the floodplain with rapid water movement draining floodplains faster. The duration of storm patterns also affects the length of the period of inundation. Many storms unleash considerable amounts of rain within just hours, producing very short-term, but damaging floods in localized areas. The key contributing factors in identifying the scope of the local flood hazard are, the size of the watershed; development within the watershed affecting stormwater runoff; soil characteristics; topographic characteristics affecting the direction and flow of flood waters; and

<sup>11</sup> <https://www.fema.gov/national-flood-insurance-program>

regional climate. Increasing impervious surface, building obstructions to the flow of water along the riverbank, or allowing sedimentation through stream bank erosion all exacerbate the probability of flooding, and thus, may change a 100-year floodplain into 80-year or 50-year floodplains. FEMA defines flood zones by the probability of occurrence. In Pasco the primary flood zones are A, AE, V and X. Combined, flood zones are referred to as the Special Flood Hazard Area (SFHA). The primary types of flooding that impact Pasco County are Inland Riverine Flooding and Coastal Flooding.

Inland and Riverine Flooding is when rain fall accumulation is greater than the capacity of the natural runoff drainage systems. As stated above, topographical factors such as elevation and slope greatly influence where inland flooding will occur. Low-lying areas and areas with poor drainage will flood quicker and for longer than more elevated areas. Inland flooding can be caused by heavy rain in the flooded area and/or by heavy rain in the upstream area. Riverine flooding is when the drainage causes a river to expand past its banks and flood normally dry land.

Coastal flooding is the presence of tidally influenced waters on normally dry land. In Pasco County, this would be waters from the Gulf of Mexico intruding onto land. Most commonly, this would be caused by a tropical cyclone, but is possible during severe thunderstorms and other non-tropical weather systems. Additionally, coastal flooding can be caused by tides that are higher than normal. Commonly referred to as king tides, excessively high tides can flood low-lying coastal areas and increase risk of coastal flooding from severe weather if there is high winds during these times.

The National Weather Service (NWS) issues advisories, watches and warnings based on current and expected conditions. For flooding, coastal flooding and flash flooding, the NWS utilizes the below definitions.

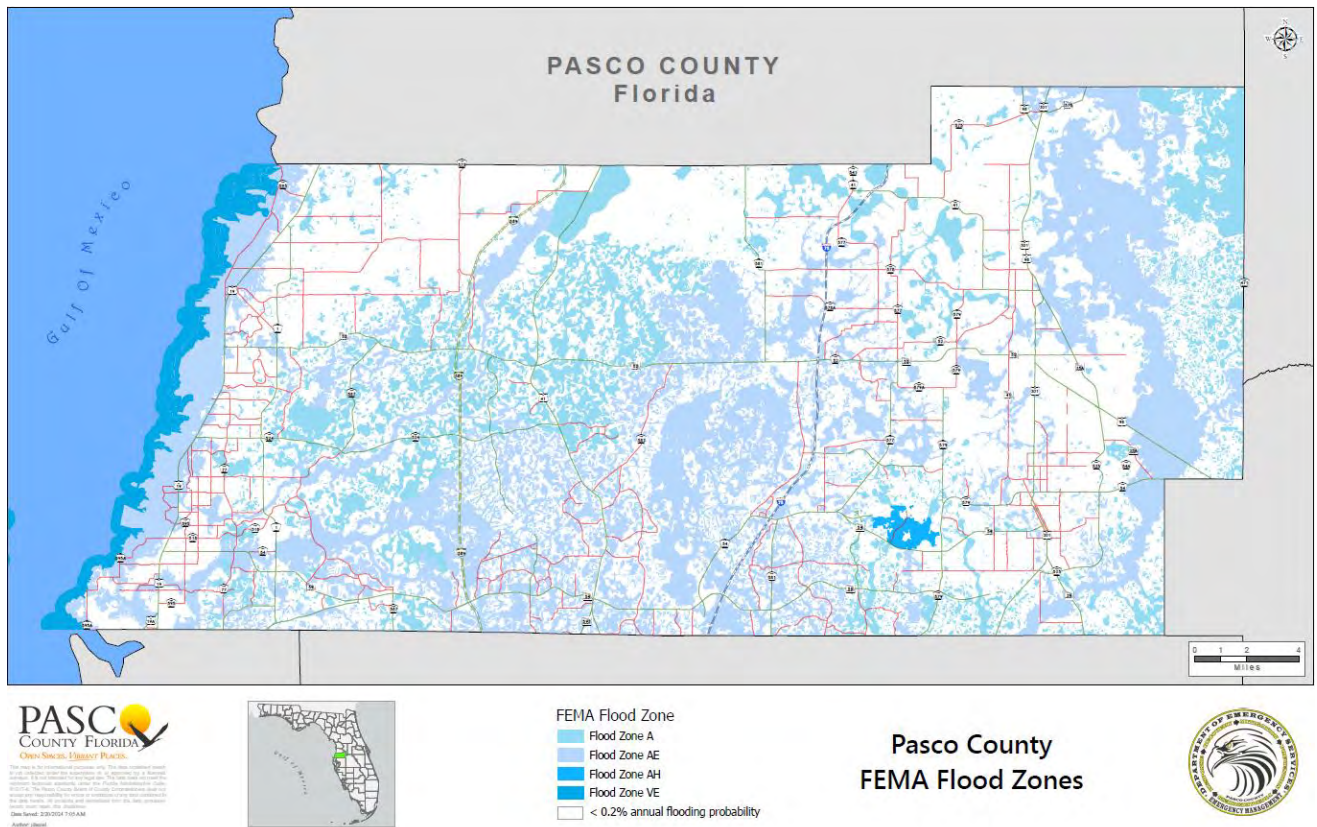
**Figure 5.11 NWS Flood Advisories**

Advisory	Watch	Warning
Conditions are favorable for flooding but not expected to warrant a warning	Conditions are favorable for flooding and hazardous flooding is possible	Hazardous flooding is imminent or already happening.

**Location**

Approximately 44% of Pasco County’s land mass is in a Special Flood Hazard Area as defined by FEMA. Figure 5.12 shows the flood hazard areas in Pasco County. Areas on the coast, areas near rivers, and low-lying areas throughout the county all have the potential to become flooded.

**Figure 5.12 FEMA Flood Zones**



The Withlacoochee River lies within the northeast quadrant of the County and the Anclote River lies within the southwestern section of the County. The Pithlachascotee River enters the mid-section of the County from the Gulf of Mexico. There is potential for repeat occurrences of flood surges along this heavily populated river during future tropical storms and hurricanes. Storm surge can push water into the Pithlachascotee and cause flooding well inland as the river escapes its banks and slows the drainage of rainwater that normally flows west via the river. The areas surrounding the Withlacoochee and Anclote Rivers are also subject to flood damage because they are high-density population areas. Rainfall over several days causes these rivers to exceed their banks and tend to overflow. Many of the residents along these rivers are in a floodplain that may flood at least once per year.

Bear Creek in Bayonet Point and Double Hammock Creek in Port Richey are both coastal creeks that can become overwhelmed by drainage during periods of wide-spread heavy rain. Further inland, Pasco County’s many lakes represent low elevation areas where water naturally accumulates. Some of these, such as Bass Lake, Moon Lake, Buddy Lake, and Bird Lake can easily overflow and cause road and structure flooding. In the Land O’ Lakes area, several interconnected lakes flow into each other and can be likewise overwhelmed by heavy rain. Areas near natural lakes tend to be at a lower elevation or near the bottom of a closed basin. Structures and roads near the bottom of basins are usually the first to experience flooding.

Pasco County has developed a series of Repetitive Loss Areas using NFIP and locally reported flooding data. The composite and individual maps and a breakdown of repetitive loss properties are included as Appendix D to this plan.

**Extent**

The National Weather Service has four categories of flood.

**Figure 5.13 NWS Flood Categories**

Minor Flood	Moderate Flood	Major Flood	Record Flood
Nuisance flooding with minimal or no property damage	Some inundation of structures and roads near bodies of water.	Extensive inundation of structures and roads. Evacuations may be necessary to move people to higher elevations.	Flooding that meets or exceeds the highest discharge on record.

Flood severity is also measured in inches of water inundation. Roads become impassible with just a few inches of standing water and six inches of water is enough to stall most vehicles. Likewise, six inches of water inside of a structure is enough to cause significant damage to the building.

While all jurisdictions can experience flooding caused by heavy rain and slow drainage through saturated soils, unincorporated Pasco County and the jurisdictions of New Port Richey and Port Richey are likely to experience riverine and compound flooding as well which can lead to major flood or record flood conditions. Because of their smaller geographic area, the jurisdictions of St. Leo and San Antonio are likely to receive moderate flooding.

**Historical Occurances**

The significant flooding event in Pasco County occurred in late August 2023. As Hurricane Idalia traveled near the Gulf Coast it caused significant coastal flooding in Hudson, Port Richey and New Port Richey. Strong winds caused coastal water levels to rise to 4-6 feet above ground level at the coast. Water surged inland as far as US-19 near Sea Ranch Drive. An estimated 2,000 structures were impacted by the water and FEMA received over 4,000 claims for Individual Assistance. A few months later, in December 2023, a non-tropical cold front caused heavy winds and coastal flooding again in the same area. Flood waters reached backyards and some low lying streets overnight, but receded quickly.

In July of 2018, prolonged heavy rain caused street flooding in Wesley Chapel, San Antonio and Blanton. 25 roads were impacted by standing water for over 24 hours and 12 roads had flooding related washout needing repair. In August of 2015, weak area of low pressure developed along a stationary frontal boundary and produced 6 to 8 inches of rain across Pasco on already saturated soils. The standing rain caused drainage backup and standing water in several low-lying areas throughout the county. The table below shows all flooding events between 2014 and 2023.

**Figure 5.14 Flooding Occurrences**

Location	Date	Incident Details
<b>Coastal Flooding</b>		
Hudson	1/22/2017	A line of strong and fast-moving thunderstorms developed ahead of a cold front Tide reported an estimated 2 feet higher than high tide levels Flooding reported as far inland as US-19 in Hudson
Hudson	12/19/2023	A line of strong thunderstorms ahead of a cold front

		Tide reported an estimated 1 foot higher than high tide levels Nuisance flooding in backyards and low-lying streets
<b>Heavy Rain</b>		
Hudson	9/27/2014	A stalled front produced localized areas of heavy rain Minor flooding in low-lying areas and around rivers Observed over 5.5 inches of rain in a 4-day period
Aripeka and Hudson	7/24/2015	An area of low pressure formed along a weak front over the eastern Gulf of Mexico Widespread flooding across western Pasco due to heavy rain, one site reported 11 inches Street Later caused flooding of the Anclote River, causing it to crest at 23.6 feet 321 homes needed to be evacuated near Elfers
Hudson	8/3/2015	A weak area of low pressure developed along a stalled front Observed 6.5 inches of rain in 6 hours Heavy rain on already saturated soils caused slow drainage and standing water in low-lying areas Caused flooding of the Anclote River near Elfers, cresting at 25.4 feet 36 mobile homes were destroyed, and 6 others received major damage, 46 single family homes were destroyed and 32 received major damage. 258 homes received minor damage.
Central and East Pasco	July 2018	Prolonged heavy rains over several days Significant street flooding in Wesley Chapel, San Antonio and Blanton 25 Roads impacted and 12 roads washed out
New Port Richey and Trinity	July 2022	Prolonged heavy rains over several days Heavy rain on already saturated soils caused slow drainage and significant street flooding of Little Road south of Ridge Road Minor flooding reported in roads and yards in Trinity
<b>Tropical Weather</b>		
Elfers	9/3/2016	Hurricane Hermine caused heavy rains that flooded the Anclote River, cresting at 25.08 feet Storm surge ranged from 2-7 feet above normal high tide Highest recorded surge in the area was 7.5 feet at Cedar Key
Elfers	9/11/2017	Heavy rains from Hurricane Irma caused the Anclote River to flood, cresting at 24.87 feet Several homes in Anclote River Estates and Anclote River Acres flooded, causing damage over \$450,000 Western Pasco recorded rainfall over 4 inches with the highest in Port Richey of 6.8 inches Inland Pasco recorded rainfall over 6 inches with the highest in Richland of 9.6 inches
Hudson	8/30/2023	Hurricane Idalia caused coastal water levels to rise to 4-6 feet above ground level at the coast. Water surged inland as far as US-19 near Sea Ranch Drive An estimated 2,000 structures were impacted by the water and FEMA received over 4,000 claims for Individual Assistance

Source: NOAA and Local Emergency Management records

## Probability

Although flooding does result from hurricanes, it can also occur during winter storms, as well as during prolonged summer thunderstorm activity. Prolonged periods of rainfall have shown increased potential for causing damage to property and the need for evacuation of residents due to flooding. The problem becomes more severe should the heavy rainfall occur at the same time as the astronomical high tide, thus preventing much of the rainfall from flowing through the drainage system into the Gulf of Mexico. Heavy rains and freshwater flooding occur in cycles that are commonly attributed to El Nino/La Nina. There is a long history of flooding in Pasco County and most of central Florida. This trend is expected to continue, and the probability of flooding is high for Pasco County, especially in the low-lying areas.

Areas of coastal zone flooding, closed basin flooding, and riverine flooding are all mapped on the existing FEMA Flood Insurance Rate Map (FIRM) which were produced in 2020. The new coastal FIRM maps replaced older mapping systems and identified that a significant area of the county has a 1% annual chance of flooding. Figure 5.12 above shows the flood hazard area for the entire county.

## **Impacts**

Flooding is often considered to be one of the deadliest natural hazards. Floods can cause immediate threats of drowning and elemental exposure. Flood waters can also cause populations to get stranded and unable to obtain necessary supplies or medical attention. Long-term, floods can cause mold in structures that can have lasting negative impacts on human health.

All jurisdictions have risk from flooding. While unincorporated Pasco County's coastline and the City of Port Richey and New Port Richey all have added threats of coastal storm surge flooding and riverine flooding, closed-basin flooding can occur in all jurisdictions at an even rate. Critical infrastructure in all jurisdictions such as roads, bridges, and utilities can become damaged by flood waters and flood-based erosion of infrastructure.

As future conditions change, the future impacts from flooding will change as well. Changes in atmospheric conditions and ocean temperatures can lead to more intense storms throughout the year and are not restricted to tropical cyclone activity. In 2024, Pasco County conducted a Risk and Vulnerability Assessment as part of the Resilient Pasco project. The results show that as sea levels rise over time, the level of exposure to tidal flooding on the coast will continue to increase.

Additionally, as development continues throughout the future there may be changes in the floodplain overall. While developments are required to make adjustments to counteract changes in drainage, the removal of pervious soils and standing wetlands can have cascading impacts on flooding concerns during periods of heavy rain.

## **Vulnerability**

Because the coastal jurisdictions, including portions of unincorporated Pasco County, New Port Richey, and Port Richey have increased exposure to tidal flooding and other forms of coastal flooding, the vulnerability to flooding for these jurisdictions have been assessed as follows:

- Location – Significant
- Impact – Extreme
- Probability – High
- Overall Vulnerability – High

The inland communities of Dade City and Zephyrhills, and the rest of unincorporated Pasco County, although not at risk of coastal flooding, still have proximity to rivers and are likely to experience closed-basin flooding that could still cause uninhabitable conditions, albeit in more limited areas, therefore the vulnerability to flooding for these jurisdictions is as follows:

- Location – Significant
- Impact – Extreme
- Probability – High
- Overall Vulnerability – High

The jurisdictions of St. Leo and San Antonio, because of their limited geographical size and distance from rivers are less likely to experience uninhabitable conditions, even when heavy rains cause a distribution of services. Therefore, the vulnerability to flooding for these jurisdictions has been assessed as follows:

- Location – Significant
- Impact – Moderate
- Probability – High
- Overall Vulnerability – High

DRAFT



### Description

Severe Storms occur often in Pasco County and fall into six broad categories based on their impact with land and people. Thunderstorms, Lightning, Hail, straight-line winds, Tornadoes and waterspouts are all potential categories of impacts from severe weather. Because it is rare for these impacts to occur without any of the others occurring at the same time, these are combined into a single hazard profile.

Thunderstorms are likely to occur daily during the summer months in Pasco County and less frequently during the fall and winter months. A thunderstorm is defined as a rain shower that produces thunder and is not always considered “severe.” An annual estimate of 16 million thunderstorms occurs worldwide, with approximately 100,000 occurring in the United States. Ten percent of the annual rate meets severe storm criteria defined by The National Weather Service. The National Weather Service defines a severe thunderstorm as one which produces winds of 58 mph or greater,  $\frac{3}{4}$  inch hail or larger and/or tornadoes<sup>12</sup>. The frequency of severe storms during summer months are often more disruptive to the daily lives of residents than other weather patterns or natural hazards that Pasco County experiences.

Three conditions need to be present to create a thunderstorm, moisture, rising unstable air, and a mechanism to lift and initiate the rising of unstable air<sup>13</sup>. As each condition becomes more intense, the storm conditions get progressively more severe

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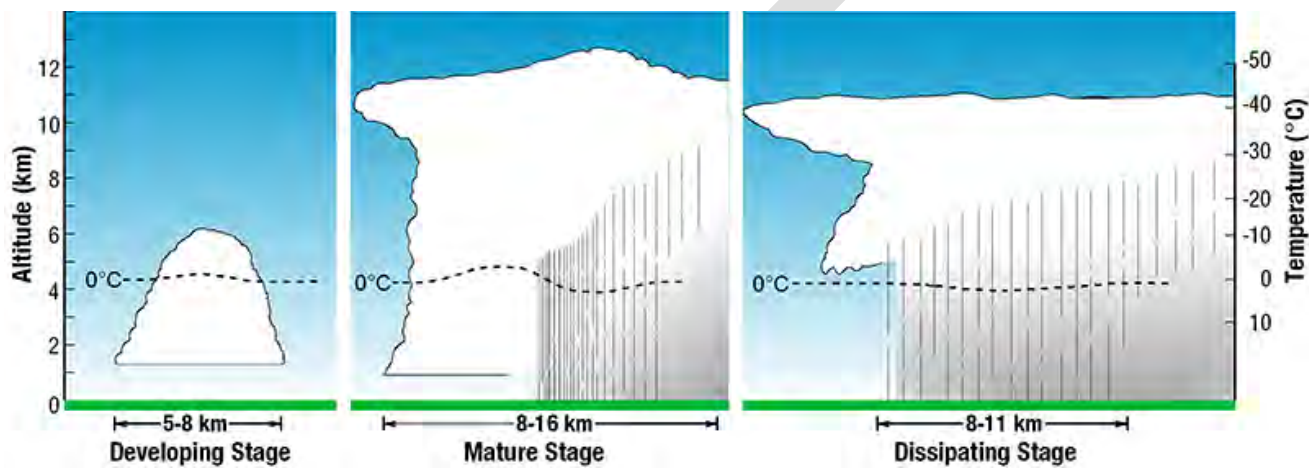
<sup>12</sup> <https://www.noaa.gov/explainers/severe-storms>

<sup>13</sup> <https://www.nssl.noaa.gov/education/svrwx101/thunderstorms/>



The life cycle of a thunderstorm includes three major stages, the developing stage, the mature stage, and the dissipating stage (insert footnote with link). During the developing stage, a cloud is pushed upward by a rising column of air, also known as an updraft, and the cloud starts to grow tall as the updraft continues to develop. Once the thunderstorm moves in the mature stage, rain begins to fall outside the updraft, resulting in a downdraft. It is common to experience conditions such as high wind gusts, hail, heavy rain, lightning, and tornadoes during the mature stage. Eventually, the precipitation will increase, and the downdraft widens, resulting in the dissipating stage and the thunderstorm no longer receives fuel and becomes less intense.

**Figure 5.15 Life Cycle of a Thunderstorm**



Source: National Oceanic Atmospheric Association

There are several different types of thunderstorms that are categorized and classified based on the conditions and stages of the storm. By identifying the various types of thunderstorms and the conditions that may increase the severity, this plan outlines four main types of thunderstorms and how they impact Pasco County.

The most common type of thunderstorms in Pasco County are single-cell thunderstorms, also referred to as popcorn convective storms. These generally small and weak storms typically last an hour and are driven by the summertime heat across the eastern region of Pasco County.

Like single-cell thunderstorms, multi-cell storms are common in the County. Multi-cell storms consist of multiple single-celled storms that are combined into one unit, allowing the mature stage to extend and updrafts remain ahead of rainfall. Unlike single-cell thunderstorms, multi-cell thunderstorms may last a few hours and have the potential to produce strong winds, tornadoes, and flooding.

Squall line thunderstorms typically form in a line and move quickly along frontal boundaries, which are the separation of two air masses creating weather fronts such as warm or cold fronts.

Squall lines can span hundreds of miles or as little as 10 miles and due to the forward direction and speed, they are less likely to produce tornadoes but may still cause damage due to strong winds.

Lastly, supercells are one of the most organized thunderstorms and occur mostly in the late afternoon and evening, sometimes carrying on throughout the night. This type of thunderstorm is one of the most dangerous types due to the timing of impact and intensity. Supercells often produce large hail, heavy rainfall, and strong gusty winds. Historically, supercells have produced the strongest tornadoes because of the tilting of the updraft and storm rotation.

Thunderstorms cause various natural hazards, such as tornadoes, strong winds, flooding, lightning, and even hail.

The severity of a thunderstorm is often determined by impacts of hail, wind speed, and tornadoes. However, while lightning is a common hazard that may occur during thunderstorms, lightning is a deadly hazard that occurs even in the weakest thunderstorms. Lightning strikes the United States approximately 38 million times a year<sup>14</sup>. Lightning is a potentially deadly giant spark of electricity, produced by electrical buildup and discharge of energy in the atmosphere between clouds, the air, or the ground<sup>15</sup>. Often accompanied by lightning, thunder is the audible result of rapid heating of air that creates a shockwave. While thunder does not have deadly impacts, lightning can be detrimental to property, humans, and livestock. Lightning does not necessarily need to strike someone to cause injury or death; it may strike trees, poles, homes, or other mediums which can cause secondary impacts. Some of the secondary impacts lead to sparking wildfires, power outages, damages to homes, and damage to trees leading to hazards in the roads. The risk of lightning is not limited to the areas impacted by thunderstorms and can strike miles from the center of a storm. According to the NWS, “Each spark of lightning can reach over five miles in length, soar to temperatures of approximately 50,000 degrees Fahrenheit, and contain 100 million electrical volts.”

Hail occurs when there is a strong updraft in a mature thunderstorm, most seen when there is either a strong multi-cell or super celled system moving through the area. As the rain becomes heavy and falls to the ground, the updraft overtakes its falling speed and lifts it back into the air where cold air freezes the rain drop and/or adds an additional layer of ice to the droplet. The ice pellet will continue to fall and rise within the cloud until it is heavy enough to fall to the ground. Larger hail can cause property damage and may also cause injury to humans and other livestock<sup>16</sup>. Pasco County has experienced hail events, resulting in damage to windshields on vehicles as well as solar panels to residential homes and businesses. Pasco County residents partake in numerous outdoor recreational activities such as golf or natural parks, which inherently increases risk and vulnerability of potential loss of life or property.

Tornadoes are one of the most dangerous hazards associated with strong thunderstorms. Tornadoes are violently rotating column of air that extend from the base of thunderstorms to the ground<sup>17</sup>. Tornadoes can form from non-supercell thunderstorms and supercell thunderstorms<sup>18</sup>. Non-supercell tornadoes are a result of warm and cold air mixing along a boundary which causes vertical rotation that can be bumped upright

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<sup>14</sup> Murphy, M. Et al. A Recent History of Upgrades to the U.S. National Lightning Detection Network.

<sup>15</sup> <https://www.nssl.noaa.gov/education/svrwx101/lightning/faq/>

<sup>16</sup> <https://www.nssl.noaa.gov/education/svrwx101/hail/>

<sup>17</sup> <https://www.nssl.noaa.gov/education/svrwx101/tornadoes/>

<sup>18</sup> <https://www.nssl.noaa.gov/education/svrwx101/tornadoes/types/>

and form a tornado. The supercell tornado forms when the updraft in a supercell rotates and is more common and dangerous than a non-supercell tornado.

While tornadoes occur more often in cooler climates, Florida has experienced tornadoes and tornado threats over the years. Tornadoes form when warm and humid air collides with cool and dry air and intensifies when these atmospheric conditions are present. While tornadoes occur in other regions during the summer months, Pasco County is more likely to experience a tornado in the winter months.

Even though tornadoes do not heavily impact Pasco County, tornadoes still occur within the County. The risk and potential of tornadoes happening in the County support the need to include the hazard under the LMS.

Weak tornadoes can produce wind speeds up to 110 mph, which could cause damage to life if residents are not aware of the risks and property if infrastructure is older and not compliant with current building codes. The damage that tornadoes can leave behind is not only limited to the center of the tornadoes' path, but surrounding areas.

It is common for damage caused by a severe thunderstorm to be misinterpreted as tornado damage because of the strong winds that may occur during a thunderstorm event. While a tornado does not occur without a thunderstorm, the conditions have to be right for a tornado to occur. To provide a clear distinction between thunderstorm winds and a tornado, it is common to refer to strong winds not associated with tornadoes as "straight-line winds".

The states surrounding the Gulf of Mexico experience unique weather phenomena of tornadoes over water which are also known as waterspouts<sup>19</sup>. These are just as dangerous as tornadoes on land as waterspouts can produce similar damages to boats, marinas, and increase wave action. Waterspouts are most common in Florida. The Florida Keys are the number one location with annual reports of up to 500<sup>20</sup>. Closer to home, the Tampa Bay Region has the greatest number of damaging waterspouts. This may be attributed to the high number of boaters and marinas located throughout the Bay. The weakest waterspouts can capsize small boats, move smaller boats into other boats within a marina, and potentially damage weaker and older docks.

Straight-line winds account for about half of all severe weather reports in the Continental United States<sup>21</sup>. Straight-line winds would be the most common result from a severe thunderstorm as this is often the trigger for the thunderstorm warning. In Pasco County, winds that meet 58 mph or greater can cause great impact to property damage. Often, straight-line wind events are easily confused with tornadic damage because of similar impacts. Straight-line winds can cause minor damage of uprooting of trees and downed tree branches that may cascade to secondary impacts. Some of the secondary impacts could be loss of power or vehicle travel in localized areas. As the winds increases, damage potential increases. Previous straight-line wind events in Pasco have shown a loss in roofing, siding, shingles, lanais, and more.

Combining straight-line winds along the coastline of Pasco County may intensify a severe thunderstorm even further by producing additional effects of a coastal storm. Larger waves and potential storm surge may result from this combination. Storm surge is mainly driven by wind but is mostly associated with tropical

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<sup>19</sup> <http://glossary.ametsoc.org/wiki/Waterspout>

<sup>20</sup> <https://www.usatoday.com/story/weather/2015/05/26/waterspouts-florida/27954007/>

<sup>21</sup> <https://www.nssl.noaa.gov/education/svrwx101/wind/faq/>

cyclones. In a tropical cyclone, many of the rain bands can form different severe storms which can explain tornado warnings issued during the passing of a tropical cyclone.

**Location**

Severe storms of can impact any part of the county. The location of impacts is entirely dependent on the formation and movement of fronts and is most commonly steered by low pressure pockets. Because of the rapid development in the county as a whole, the likelihood of human impacts from these types of storms is increasing over time.

**Extent**

Tornadoes are categorized by the Enhanced Fujita (EF) scale, which is an upgrade to the original Fujita (F) scale in 2007. The older F scale relied solely on damages to report severity of a tornado. With advancements in technology and research, the F scale was revised to the EF scale to allow for damaged structures based on types and revised wind speeds. See Figure 5.16 for the relation of the EF scale, the F scale, and potential damages. The EF Scale has been created to support and maintain the original tornado F scale database<sup>22</sup>.

**Figure 5.16 Fujita and Enhanced Fujita Scale Comparison**

F Scale	Wind Speed (mph)	EF Scale	Wind Speed (mph)	Anticipated Damage
F0	65-73	EF0	65-85	Light Damage
F1	73-112	EF1	86-110	Moderate Damage
F2	113-157	EF2	111-135	Considerable Damage
F3	158-206	EF3	136-165	Severe Damage
F4	207-260	EF4	166-200	Devastating Damage
F5	261-318	EF5	200+	Incredible Damage

Source: Storm Prediction Center

Because severe storms, including storms that produce damaging hail and tornadoes, are heavily dependent on frontal boundaries and transient atmospheric conditions, all jurisdictions can experience a tornado up to a F5 and damaging hail during severe weather.

<sup>22</sup> <https://www.spc.noaa.gov/efscale/>

**Figure 5.17 Watch and Warning Descriptions for Severe Thunderstorms and Tornadoes**

	Watch	Warning
<b>Severe Thunderstorm</b>	Issued in coordination with the National Weather Service and the Storm Prediction Center and can be issued up to 6 to 7 hours prior to possible occurrence: Conditions are favorable for the development of severe thunderstorms and would meet the criteria of a Severe Thunderstorm Warning	Issued by the National Weather Service based on the imminent threat or actual occurrence of 1 inch or greater diameter hail; 58 mph or greater wind gusts, or damage from winds 58 mph or greater
<b>Tornado</b>	Issued in coordination with the National Weather Service and the Storm Prediction Center and can be issued up to 6 to 7 hours prior to possible occurrence: Atmospheric conditions are favorable for the development of severe thunderstorms capable of producing tornadoes	Issued by the National Weather Service based on the imminent threat of a tornado, based on sound radar data or trusted ground truth reports.

Source: The National Weather Service

**Historical Occurrences**

Pasco County experiences thunderstorms daily during the summer and fall months due to rapid heating and moisture. During the winter and spring months, thunderstorms occur less often and normally occur during a frontal or more organized event as moisture and heating. Figure 5.18 shows the list of thunderstorms that met Severe Thunderstorm Warning criteria for straight-line wind gusts of 50 knots (58 mph) or higher.

In December of 2020 severe storms caused straight-line winds in Land O’ Lakes causing minor damage to 10 residential structures. In December of 2018, 73 manufactured homes were damaged by straight-line winds and 4 of those residences were majorly damaged.

**Figure 5.18 Severe Thunderstorms Observed**

Location	Date	Type	Mag	Deaths	Injuries	Property Damage	Crop Damage
<u>GULF HARBORS</u>	03/02/2010	Thunderstorm Wind	43 kts. EG	0	0	5.00K	0.00K
<u>JASMINE ESTATES</u>	03/02/2010	Thunderstorm Wind	43 kts. EG	0	0	5.00K	0.00K
<u>ZEPHYRHILLS</u>	03/11/2010	Thunderstorm Wind	52 kts. EG	0	0	80.00K	0.00K
<u>ARIPEKA COMPS SITE</u>	04/25/2010	Thunderstorm Wind	52 kts. EG	0	0	20.00K	0.00K
<u>PORT RICHEY COMPS SITE</u>	04/25/2010	Thunderstorm Wind	54 kts. MG	0	0	0.00K	0.00K
<u>WORTHINGTON GARDENS</u>	05/16/2010	Thunderstorm Wind	48 kts. EG	0	0	10.00K	0.00K

<u>CRYSTAL SPGS</u>	06/03/2010	Thunderstorm Wind	52 kts. EG	0	0	18.00K	0.00K
<u>RICHLAND</u>	07/14/2010	Thunderstorm Wind	43 kts. EG	0	0	7.00K	0.00K
<u>HUDSON</u>	03/30/2011	Thunderstorm Wind	56 kts. EG	0	0	25.00K	0.00K
<u>MOON LAKE ESTATES</u>	03/30/2011	Thunderstorm Wind	50 kts. EG	0	0	5.00K	0.00K
<u>DADE CITY</u>	03/30/2011	Thunderstorm Wind	56 kts. EG	0	0	15.00K	0.00K
<u>ANCLOTE GULF PARKS COMP SITE</u>	03/31/2011	Thunderstorm Wind	53 kts. MG	0	0	0.00K	0.00K
<u>MOON LAKE ESTATES</u>	03/31/2011	Thunderstorm Wind	52 kts. EG	0	0	0.00K	0.00K
<u>LAND O LAKES</u>	03/31/2011	Thunderstorm Wind	52 kts. EG	0	0	0.00K	0.00K
<u>ARIPEKA</u>	06/01/2011	Thunderstorm Wind	48 kts. EG	0	0	5.00K	0.00K
<u>JESSAMINE</u>	06/06/2011	Thunderstorm Wind	52 kts. EG	0	0	10.00K	0.00K
<u>ARIPEKA COMPS SITE</u>	06/06/2012	Thunderstorm Wind	39 kts. EG	0	0	10.00K	0.00K
<u>NEW PORT RICHEY</u>	06/24/2012	Thunderstorm Wind	45 kts. EG	0	0	5.00K	0.00K
<u>WESLEY CHAPEL</u>	07/10/2012	Thunderstorm Wind	50 kts. EG	0	0	0.00K	0.00K
<u>WESLEY CHAPEL</u>	08/06/2012	Thunderstorm Wind	45 kts. EG	0	0	5.00K	0.00K
<u>ZEPHYRHILLS</u>	08/08/2012	Thunderstorm Wind	45 kts. EG	0	0	2.00K	0.00K
<u>DADE CITY</u>	03/24/2013	Thunderstorm Wind	50 kts. EG	0	0	0.00K	0.00K
<u>ZEPHYRHILLS</u>	04/14/2013	Thunderstorm Wind	39 kts. EG	0	0	3.00K	0.00K
<u>CRYSTAL SPGS</u>	05/20/2013	Thunderstorm Wind	50 kts. EG	0	0	0.00K	0.00K
<u>PASCO CO.</u>	07/03/2013	Thunderstorm Wind	50 kts. EG	0	0	5.00K	0.00K
<u>PASCO CO.</u>	07/04/2013	Thunderstorm Wind	50 kts. EG	0	0	2.00K	0.00K
<u>PASCO CO.</u>	08/21/2013	Thunderstorm Wind	50 kts. EG	0	0	30.00K	0.00K
<u>DENHAM</u>	05/26/2014	Thunderstorm Wind	52 kts. EG	0	0	0.00K	0.00K
<u>DREXEL</u>	05/29/2014	Thunderstorm Wind	50 kts. EG	0	0	5.00K	0.00K
<u>HOLIDAY</u>	06/16/2014	Thunderstorm Wind	50 kts. EG	0	0	1.00K	0.00K
<u>SAINT LEO</u>	07/05/2015	Thunderstorm Wind	53 kts. EG	0	0	0.00K	0.00K
<u>DADE CITY</u>	03/24/2016	Thunderstorm Wind	60 kts. EG	0	0	145.00K	0.00K
<u>NEW PORT RICHEY</u>	01/22/2017	Thunderstorm Wind	55 kts. EG	0	0	50.00K	0.00K
<u>HOLIDAY</u>	01/22/2017	Thunderstorm Wind	50 kts. EG	0	0	5.00K	0.00K

<b>WORTHINGTON GARDENS</b>	07/10/2017	Thunderstorm Wind	50 kts. EG	0	0	4.00K	0.00K
<b>WESLEY CHAPEL</b>	7/18/2017	Thunderstorm Wind	43 Kts EG	0	0	3.00K	0
<b>ZEPHYRHILLS</b>	6/15/2018	Thunderstorm Wind	40 Kts EG	0	0	2.00K	0
<b>ELFERS</b>	7/23/2018	Thunderstorm Wind	45 Kts EG	0	0	1.00K	0
<b>FIVAY</b>	7/23/2018	Thunderstorm Wind	45 Kts EG	0	0	30.00K	0
<b>LUMBERTON</b>	12/20/2018	Thunderstorm Wind	55 Kts EG	0	0	137.00K	0
	4/19/2019	Strong Wind	43 Kts EG	0	0	5.00K	0
<b>NEW PORT RICHEY HOLIDAY</b>	4/19/2019	Thunderstorm Wind	55 Kts EG	0	0	25.00K	0
	4/19/2019	Thunderstorm Wind	55 Kts EG	0	0	25.00K	0
<b>EHREN</b>	4/19/2019	Thunderstorm Wind	45 Kts EG	0	0	15.00K	0
<b>LAND O LAKES</b>	5/5/2019	Thunderstorm Wind	50 Kts EG	0	0	5.00K	0
<b>DADE CITY</b>	5/5/2019	Thunderstorm Wind	55 Kts EG	0	0	25.00K	0
<b>DENHAM</b>	12/24/2020	Thunderstorm Wind	52 Kts EG	0	0	10.00K	0
<b>DADE CITY</b>	3/3/2021	Thunderstorm Wind	43 Kts EG	0	0	1.00K	0
<b>HOLIDAY</b>	8/14/2021	Thunderstorm Wind	43 Kts EG	0	0	5.00K	0
<b>FIVAY</b>	10/28/2021	Thunderstorm Wind	43 Kts EG	0	0	1.00K	0
<b>GOWERS CORNER</b>	10/28/2021	Thunderstorm Wind	43 Kts EG	0	0	5.00K	0
<b>WORTHINGTON GARDENS</b>	6/4/2023	Thunderstorm Wind	56 Kts EG	0	0	0	0
<b>Totals:</b>				0	1	444.00K	0.00K

The area between Tampa and Orlando, FL have the most cloud to ground lightning strikes in the continental United States. This can be attributed to the daily summertime heating and persistent moisture in the atmosphere. For Pasco County, lightning strikes occur almost daily during the summer months, and which increases the vulnerability and risk of residential structure fires, critical facility fires, and damage to other infrastructure. The figure below lists notable lightning strikes between 2013 and 2023.

**Figure 5.19 Lightning Damage Events**

<u>Location</u>	<u>Date</u>	<u>Type</u>	<u>Mag</u>	<u>Deaths</u>	<u>Injuries</u>	<u>Property Damage</u>	<u>Crop Damage</u>
<b><u>HOLIDAY</u></b>	07/16/2014	Lightning		0	0	100.00K	0.00K
<b><u>ELFERS</u></b>	06/15/2015	Lightning		0	0	1.00K	0.00K
<b><u>LAND O LAKES</u></b>	08/16/2015	Lightning		0	0	350.00K	0.00K
<b><u>DENHAM</u></b>	05/04/2016	Lightning		0	0	50.00K	0.00K
<b><u>HUDSON</u></b>	08/31/2016	Lightning		0	0	0.00K	0.00K
<b><u>ST. JOSEPH</u></b>	07/06/2018	Lightning		0	0	45.00K	0.00

<u>LOYCE</u>	07/22/2018	Lightning	0	0	5.00K	0.00K
<u>PORT RICHEY COMPS SITE</u>	08/25/2018	Lightning	0	0	100.00K	0.00K
<u>DREXEL</u>	07/05/2019	Lightning	0	0	75.00K	0.00K
Totals:			0	0	772.00K	0.00K

Pasco County has experienced over 18 separate hail events of a 1 inch or greater since 2003. Pasco County experiences hail at least annually as strong squalls of severe storms develop during the springtime.

**Figure 5.20 Hail Events**

<u>Location</u>	<u>Date</u>	<u>Type</u>	<u>Mag</u>	<u>Deaths</u>	<u>Injuries</u>	<u>Property Damage</u>	<u>Crop Damage</u>
WESLEY CHAPEL	03/27/2003	Hail	1.75 in.	0	0	50.00K	0.00K
LAND O LAKES	03/27/2003	Hail	1.00 in.	0	0	0.00K	0.00K
ZEPHYRHILLS	06/13/2004	Hail	1.00 in.	0	0	0.00K	0.00K
HOLIDAY	05/04/2005	Hail	1.00 in.	0	0	0.00K	0.00K
ZEPHYRHILLS	08/04/2006	Hail	1.00 in.	0	0	0.00K	0.00K
WESLEY CHAPEL	05/05/2007	Hail	1.00 in.	0	0	0.00K	0.00K
ELFERS	05/14/2009	Hail	1.00 in.	0	0	0.00K	0.00K
PORT RICHEY	06/17/2009	Hail	1.00 in.	0	0	0.00K	0.00K
LAND O LAKES	06/28/2010	Hail	1.00 in.	0	0	0.00K	0.00K
HUDSON	03/24/2013	Hail	1.00 in.	0	0	0.00K	0.00K
FIVAY JCT	03/24/2013	Hail	1.00 in.	0	0	0.00K	0.00K
ARIPEKA	03/24/2013	Hail	1.00 in.	0	0	0.00K	0.00K
WESLEY CHAPEL	05/20/2013	Hail	1.00 in.	0	0	0.00K	0.00K
DREXEL	09/06/2013	Hail	1.00 in.	0	0	0.00K	0.00K
LOYCE	05/25/2014	Hail	1.25 in.	0	0	0.00K	0.00K
FIVAY	07/20/2019	Hail	1.00 in.	0	0	0.00K	0.00K
WORTHINGTON GARDENS	05/28/2020	Hail	1.00 in.	0	0	0.00K	0.00K
ELFERS	05/31/2022	Hail	1.00 in.	0	0	0.00K	0.00K
Totals:				0	0	50.00K	0.00K

Pasco County experienced 21 tornadoes between 2003-2023 as seen in Figure 5.21 below. Historically, tornado threats for Pasco County mainly occur during spring. In November of 2018, a severe weather system formed off the Gulf Coast and pushed through Pasco County creating at least 3 tornadoes in various locations causing over \$600,000 in damage.

**Figure 5.21 Tornado Events**

<u>Location</u>	<u>Date</u>	<u>Type</u>	<u>Mag</u>	<u>Deaths</u>	<u>Injuries</u>	<u>Property Damage</u>	<u>Crop Damage</u>
DADE CITY	06/29/2003	Tornado	F0	0	0	40.00K	0.00K
NEW PORT RICHEY	08/14/2004	Tornado	F0	0	0	0.00K	0.00K
ARIPEKA	09/06/2004	Tornado	F0	0	0	0.00K	0.00K
LAND O LAKES	05/31/2005	Tornado	F1	0	0	80.00K	0.00K
LAND O LAKES	07/20/2006	Tornado	F0	0	0	0.00K	0.00K
PASCO	12/25/2006	Tornado	F2	0	2	3.500M	0.00K
LAND O LAKES	12/16/2007	Tornado	EF1	0	0	1.000M	0.00K



HOLIDAY	04/14/2009	Tornado	EF1	0	0	240.00K	0.00K
WESLEY CHAPEL	04/14/2009	Tornado	EF0	0	0	30.00K	0.00K
ZEPHYR HILLS MUNI AR	07/07/2011	Tornado	EF0	0	0	20.00K	0.00K
NEW PORT RICHEY	06/24/2012	Tornado	EF1	0	0	650.00K	0.00K
JASMINE ESTATES	04/07/2016	Tornado	EF0	0	0	100.00K	0.00K
NEW PORT RICHEY	11/02/2018	Tornado	EF1	0	0	500.00K	0.00K
GOWERS CORNER	11/02/2018	Tornado	EF1	0	0	27.00K	0.00K
LAND O LAKES	11/02/2018	Tornado	EF1	0	0	100.00K	0.00K
NEW PORT RICHEY	12/09/2018	Tornado	EF1	0	0	50.00K	0.00K
GULF PINE	11/30/2020	Tornado	EF0	0	0	1.00K	0.00K
ODESSA	08/10/2021	Tornado	EF0	0	0	10.00k	0.00K
ELFERS	05/31/2022	Tornado	EF0	0	0	20.00K	0.00K
LOYCE	12/15/2022	Tornado	EF1	0	0	50.000K	0.00K
NEW PORT RICHEY	10/12/2023	Tornado	EF0	0	0	2.00k	0.00k
Totals:				0	2	6.41M	0.00K

The strongest tornadoes move through Pasco County during the late winter and spring season, because the weather pattern is shifted toward the Gulf which creates a more favorable atmospheric dynamic for tornado formation. It is during this time; weather dynamics support a higher chance of multi-celled thunderstorms or supercells. Summertime tornadoes cannot be ruled out, but they tend to weaker in intensity and often spawned by tropical cyclones.

### Probability

Based on the historical trend over the past five years, Pasco County can expect to experience thunderstorms daily and 1.6 chance of receiving a Severe Thunderstorm Warning based on wind gusts of 58mph or greater. The most likely timeframe of the thunderstorms meeting severe weather criteria based on climatology is between March and August<sup>23</sup>. Furthermore, Pasco County should expect at least one tornado or waterspout touchdown within the marine and land-based boundaries each year.

### Impacts

Severe storms can cause tornados, hail, strong winds, lightning and heavy rains. These effects can cause a wide range of impacts to locations impacted. Tornados can cause severe damage to homes and other structures, and are especially damaging to mobile homes. These impacts can range from damage to roofs to loss of entire structures. Similarly, roads can be damaged by heavy rain, hail and tornados, causing loss of service and potentially isolated communities. Heavy winds can cause damage to power infrastructure, which can lead to lasting power outages and more heavily impact populations that are power dependent such as the elderly and people with special medical needs.

These impacts become more likely as the built environment continues to grow. As more of the community is developed, more structures, people and infrastructure become at risk to be damaged by severe storms. As mentioned in the flooding and tropical cyclone sections, changes in weather patterns bring a higher likelihood of severe weather in the future, thus increasing the potential impacts as time goes on.

<sup>23</sup> <https://www.spc.noaa.gov/new/SVRclimo/climo.php?parm=anySvr>

## **Vulnerability**

The frequency, unpredictability, and widespread nature of thunderstorms in the Tampa Bay Area pose an overall risk for Pasco County. All unincorporated and incorporated areas of the County are subject to thunderstorms and potential damages or impacts.

Approximately 45% of the residential structures countywide were built prior to the year 2000. These homes were built prior to the required enhanced Florida Building Code at the turn of the century. In addition to the residential structures, mobile homes are particularly vulnerable to the impacts of severe weather systems. As mentioned earlier in the plan, Pasco County is home to almost 55,000 mobile homes. The majority of the mobile home units are on the eastern side of the county with the highest concentration near Zephyrhills.

Although all populations of the county are at risk from severe storms, those populations that already vulnerable are more likely to be disproportionately impacted. Elderly, children, people with disabilities and those that are socioeconomically disadvantaged have an increased vulnerability to the impacts of these storms. The impacts on most of these populations are similar to those outlined in the Tropical Cyclone section of this LMS. However, because economically disadvantaged populations are more likely to live in older (pre 1994) housing and less likely to have available resources to help with repairs, they are more likely to have long-lasting negative impacts from severe storms.

The Florida SHMP lists a federal risk for both tornadoes and severe storms as high. In relation to other hazards, severe storms have increased potential to happen multiple times in a single year. A stalled front could bring severe weather for days on end to portions of the community, therefore even if a limited location is impacted by a single event, the entire community carries ongoing risk. Because of the potential for high damage that exists in the entire county, Pasco County, including all jurisdictions, has been assessed the following vulnerability for severe storms:

- Location – Limited
- Impacts – Severe
- Probability – High
- Overall Vulnerability - High



Source: Florida Forest Service; Silver Palm Wildfire (2017)

## Description

With the exception of fires triggered by lightning strikes, which are usually mitigated in their impact by the precipitation of an accompanying thunderstorm, wildfires tend to be the culmination of hot, dry weather patterns that merely create the conditions for their occurrence. Once those conditions and the buildup of dry fuel to feed a fire are in place, the occurrence of a conflagration depends simply on the right spark in the right place and the disaster is set in motion. Wildfires often begin unnoticed. The three factors contributing directly to the behavior of wildfires are topography, fuel and weather. Wildfires spread quickly igniting brush, trees and homes. Every year, thousands of acres of wildland and many homes are destroyed by fires that can erupt at any time of the year from a variety of causes including arson, lightning and debris burning.

There are four types of forest fires:

1. **Surface:** A surface fire is the most common type and burns along the floor of the forest, moving slowly while killing or damaging trees.
2. **Ground:** Ground fires (muck fires) are usually started by carelessness. They burn on or below the forest floor. These fires are hard to detect, and even harder to extinguish.
3. **Crown:** Crown fires are spread rapidly by the wind and move fastest of all types of fires by jumping along the tops of trees.
4. **Wildland-Urban Interface:** WUI fires occur in a geographical area where structures and other human development meet or intermingle with wild lands or vegetative fuels.

In the wildland, fires have historically performed an important natural role in the cycle of the forest growth by naturally clearing underbrush to allow the regeneration of certain plant species at the expense of others. When assisted by humans, these fires are referred to as prescribed burns.

### **Location**

The Southern Wildfire Risk Assessment Summary Report (SWRA) from the Southern Group of State Foresters was provided by Florida Forest Service and is included as Appendix F to this plan. The SWRA identifies locations of risk to wildfire and was used to determine probable extents of future fires.

The goal of the Southern Wildfire Risk Assessment (SWRA) project was to provide a consistent, comparable set of scientific results to be used as a foundation for wildfire mitigation and prevention planning in the Southern states. Results of the SWRA can be used to help prioritize areas in the state where tactical analyses, community interaction and education, or mitigation treatments might be necessary to reduce risk from wildfires. In addition, the information provided in the assessment can be used to support the following key priorities:

- Identify areas that are most prone to wildfire
- Identify areas that may require additional tactical planning, specifically related to mitigation projects and Community Wildfire Protection Planning
- Provide the information necessary to justify resource, budget and funding requests
- Allow agencies to work together to better define priorities and improve emergency response, particularly across jurisdictional boundaries
- Define wildland communities and identify the risk to those communities
- Increase communication with local residents and the public to address community priorities and needs
- Plan for response and suppression resource needs
- Plan and prioritize hazardous fuel treatment programs

The SWRA information is then incorporated into the Wildland Urban Interface (WUI) Risk Index. This data layer is a rating of the potential impact of a wildfire on people and their homes. The key input, WUI, reflects housing density (houses per acre) consistent with Federal Register National standards. The location of people living in the WUI and rural areas is key information for defining potential wildfire impacts to people and homes. Figure 5.22 shows the WUI areas for Pasco County taken from the 2024 report.

**Figure 5.22 Wildland Urban Interface**

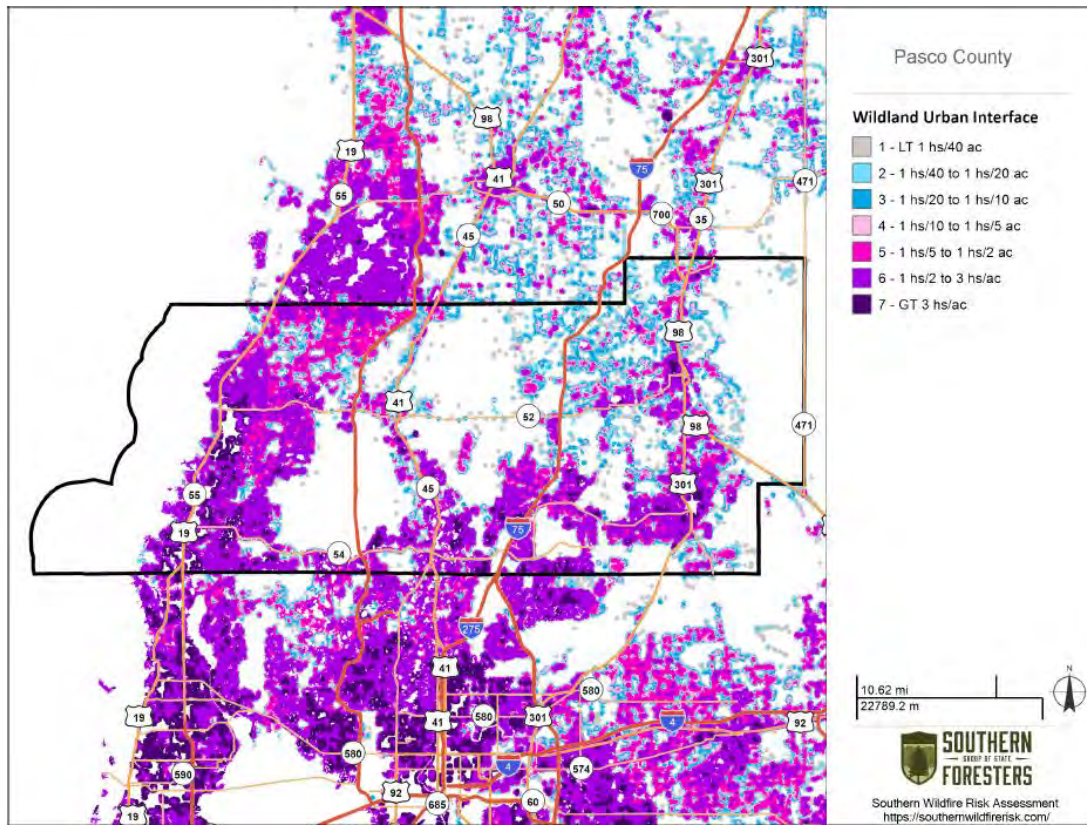
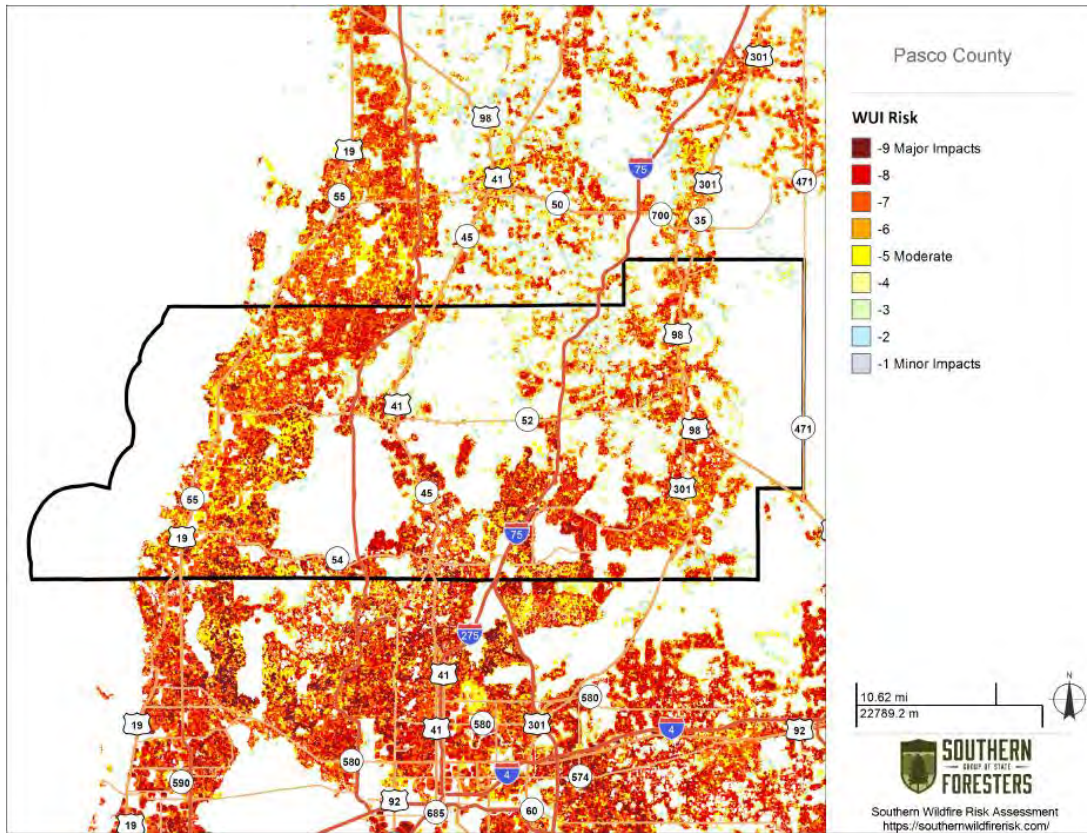


Figure 5.23 shows the overall WUI Risk Layer created by the report.

Figure 5.23 WUI Risk



WUI is a key indicator of the potential location of future wildfires. As Pasco County continues to develop, more homes and businesses are likely to be close to wildland fuels that are at risk of burning. As the above image shows, areas in West Central Pasco County between Little Road and Moon Lake Road; Central Pasco along State Road 54, US 41 and I-75; and east Pasco along Wesley Chapel Boulevard are all expected to have major impacts.

### Extent

In Pasco County, Wildfires can occur at all times of the year. The size and magnitude of wildfires are determined by the acreage burned. The severity of the magnitude is determined by exposures. An exposure is a structure or other built resource that is directly threatened by the fire and may burn if the fire is not contained. Single-family homes and commercial structures are the most likely types of structures to be impacted by wildfires.

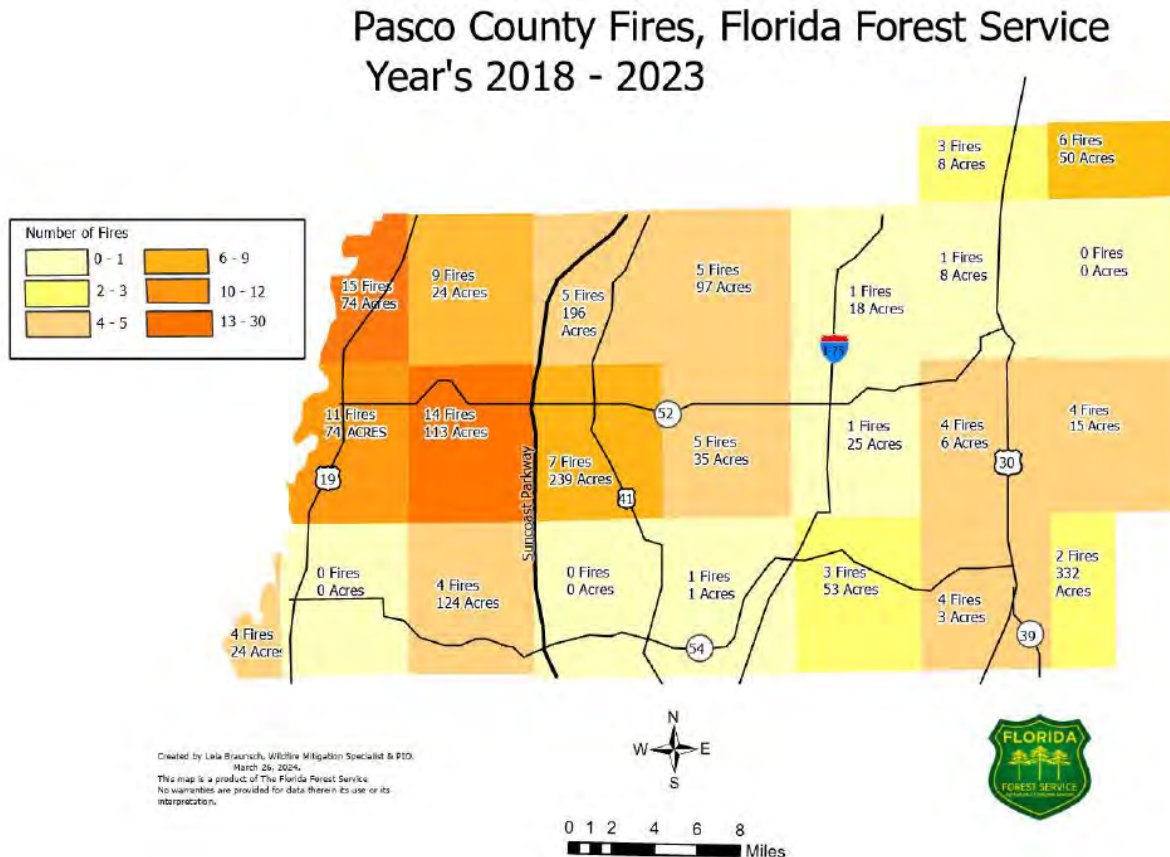
Wildfire activity can vary from year to year. Increased available fuels, dryer weather patterns and lack of mitigation efforts can all increase the severity of wildfires.

As shown by the WUI maps above, each jurisdiction has increased risk to wildfire due to developments abutting wildland areas.

## Historical Occurrences

Between 2018-2023 Pasco County experienced far less wildfires than the previous planning cycle. During this time 1,519 acres were burned during a total of 109 fires. The areas most impacted by wildfires during the planning cycle were Hudson, New Port Richey, Port Richey and Moon Lake. Figure 5.24 shows the breakdown of wildfires by area.

**Figure 5.24 Fires Observed**



According to the Florida Forest Service, only 2 structures were exposed during this period and none were burned. The overall impacts during this planning period were much less severe than the previous period. Between 2013-2017 188 wildfires burned 5,604 acres.

The decrease in wildfires between planning periods could be explained by increased development restricting fuels and changing weather patterns.

## Probability

Due to Pasco County's large area of undeveloped land, the increase development throughout the county, and historical weather conditions, it is likely that Pasco County experience wildfires on an annual basis. Pasco County Fire Rescue and Emergency Communications data show that conditions exist for at least five wildland fires per year in the county.

## Impacts

Wildfires impact populations, natural resources and the built environment of areas they impact. Populations are impacted by wildfires in several ways. They could be directly impacted, by being evacuated from their homes, experiencing damage to their homes, or even injured by exposure and smoke inhalation. Populations that are already vulnerable such as the elderly, children and people experiencing homelessness are likely to experience impacts from wildfires at a disproportionate rate. Populations with existing health problems can have their health decline rapidly as a result of smoke and ash in the air.

There are also secondary impacts to populations. Impacted business or agricultural industry could result in loss of income or employment. Damage to roads could result in a limited availability to resources depending on location.

Wildfires have a large impact on natural resources. As they burn, wildfires consume fuel that can leave lasting impacts on an area. Loss of forested areas, areas used for recreation by the public, and loss of natural wildlife habitat all have lasting impacts on the natural environment for all jurisdictions.

Critical infrastructures such as roads, bridges, utility poles and wires, communications assets and public buildings are all in locations where high probability of fires exists. As conditions change in the future, and the built environment continues to grow and get closer to existing wildland areas, the potential future impacts of wildfires grow. More structures, including homes, businesses, roads and other infrastructure, become at risk for fires to jump from natural environments to built environments and cause significant damage and safety risks.

As environmental conditions continue to change in the future, the favorable conditions for wildfires are expected to increase. According to the Florida SHMP, the frequency of extreme heat or drought events is expected to increase in the future. “As these transitions occur, wildfire occurrences and severity could increase with the introduction of more flammable vegetation types or decrease with the introduction of more fire-resistant species. Florida has weather patterns that lead to both dry and wet periods each year. Climate change may cause one or the other, or both to increase in occurrence and magnitude”<sup>24</sup>.

## Vulnerability

Because of the wide area of possible locations for wildfire and the amount of potential exposure to people, nature and infrastructure Pasco County and all participating jurisdictions are at either a high risk from the hazard.

As the maps in the location section show, some areas of Unincorporated Pasco County, and areas in each of the municipal jurisdictions, have a slightly higher vulnerability than the other unincorporated areas included in the plan. Therefore, these jurisdictions have been assessed vulnerability to wildfire as follows:

- Location – Significant
- Impacts – Severe

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<sup>24</sup> [https://flshmp-floridadisaster.hub.arcgis.com/pages/wildfire#Climate\\_Change](https://flshmp-floridadisaster.hub.arcgis.com/pages/wildfire#Climate_Change)



- Probability – Moderate
- Overall Vulnerability – High

Despite this difference, all areas and participants are encouraged to consider long-term mitigation initiatives to reduce the impacts of wildfire in the future. Florida Forest Service, as an example, conducts and assists with prescribed burns to reduce existing underbrush that may fuel future fires. During this planning period, Florida Forest Service has conducted 3 prescribed burns, reducing underbrush from over 500 acres throughout the county.

Other mitigation initiatives include public awareness and education to reduce hazardous actions that may cause fires during periods of drought.

DRAFT

## Drought

A drought is defined by National Oceanic and Atmospheric Administration (NOAA) as a deficiency of moisture that results in adverse impacts on people, animals, or vegetation over a sizeable area. The severity of the drought depends on the degree of moisture deficiency, the duration, and the size of the affected area<sup>25</sup>.

There are four ways to define drought<sup>26</sup>:

- **Meteorological:** Occurs when dry weather patterns dominate an area and can begin and end rapidly.
- **Hydrological:** Occurs when low water supply becomes evident, especially in streams, reservoirs, and groundwater levels, usually after many months of meteorological drought and takes time to develop and then recover.
- **Agricultural:** Occurs when soil moisture is insufficient and results in the lack of crop growth and production, which is primarily concerned with short-term drought situations.
- **Socioeconomic:** Occurs when the demand for an economic good exceeds supply as a result of a weather-related deficit in water supply.

Pasco County uses three indices, Keetch-Byram Drought Index (KBDI), Palmer Drought Severity Index (PDSI), and the U.S. Drought Monitor (USDM) to determine drought conditions throughout the County. KBDI is Pasco County's primary method of drought tracking, PDSI is widely used operationally through NOAA and used by climatologists to standardize global long-term drought analysis, and the USDM is used for updates and tracking in local documents such as this risk assessment.

KBDI is primarily used by the Florida Fire Service (FFS) to determine forest fire potential. KBDI reflects water gain or loss within soil layers by analyzing precipitation and soil moisture in a water budget model.

The PDSI is a standardized index based on a simplified soil water balance and estimates relative soil moisture conditions. The magnitude of PDSI indicates the severity of the departure from normal conditions. This data is a planning tool to assist in water conservation measures for local areas. PDSI measures the abnormality of recent weather for a region, and it places current conditions in historical perspective.

The National Drought Mitigation Center (NDMC) developed the USDM with NOAA and the U.S. Department of Agricultural (USDA) as a drought-monitoring tool that consolidates and centralizes drought monitoring activities. The USDM maps are adjusted manually to reflect real-world conditions

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<sup>25</sup> <https://www.ncdc.noaa.gov/monitoring-references/dyk/drought-definition>

<sup>26</sup> [Cybersecurity and Infrastructure Security Agency Drought and Infrastructure Planning Guide](#)

as reported by numerous experts throughout the country and released weekly. Drought categories show experts' assessments of conditions related to dryness and drought including observations of how much water is available in streams, lakes, and soils compared to usual for the same time of year<sup>27</sup>.

### **Extreme Heat**

Extreme heat, which can often lead to a drought, is an extended interval of abnormally hot and unusually humid weather. To be defined as extreme heat, heat index values of more than 100 degrees need to be experienced or expected for at least two consecutive days. During the summer season, in warm climates, extreme heat can occur when an area of high pressure containing little or no rain or clouds, heats the air and ground to excess. When the high-pressure area remains static, it results in a persistent heat wave. Extreme heat has physical, psychological, and environmental impact. Each National Weather Service office throughout the County can issue Excessive Heat Warnings, Excessive Heat Watches, Heat Advisory, and Excessive Heat Outlooks to help prevent heat related illness and death<sup>28</sup>.

### **Location**

Given Florida's geographic location and historical weather patterns, the probability of hot temperatures is high across much of the state, including Pasco County. Areas with limited tree coverage are particularly vulnerable. Additionally, areas of Florida closer to the center of the state are more likely to have higher temperatures for sustained periods. Therefore, the jurisdictions of Dade City and Zephyrhills are more likely to be impacted by sustained periods of high temperatures and drought than the other jurisdictions in the planning area.

### **Extent**

Drought is often categorized by using the Keetch-Byram Drought Index (KBDI). The KBDI value increased for each day in proportion to the daily high temperature and decreases when it rains. The scale ranges from 0 to 800, where zero is no moisture deficit.

For extreme heat, the NWS uses the heat index to categorize temperatures according to their impacts on humans. A Heat Advisory is issued when heat indices are expected to reach at least 100 degrees<sup>29</sup>. The heat index values must be reached for at least two hours; typically, a single day event.

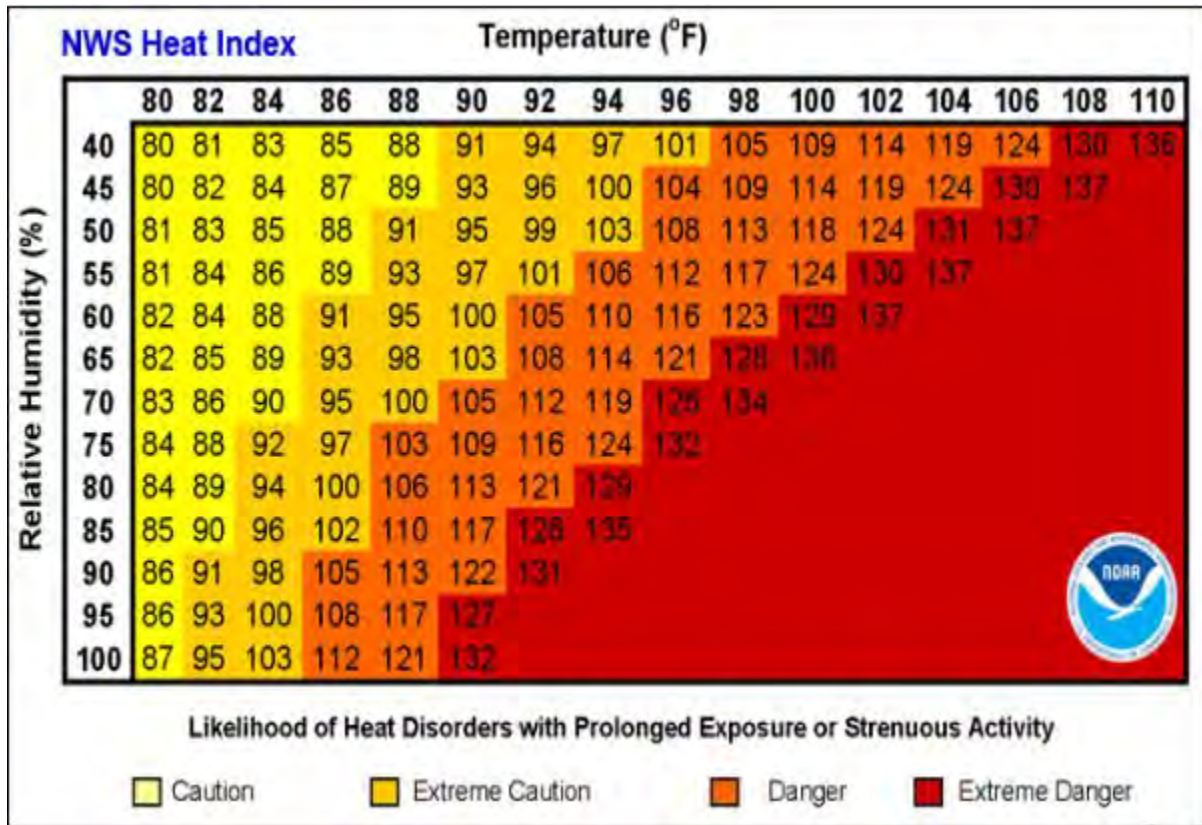
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<sup>27</sup> <https://www.drought.gov/data-maps-tools/us-drought-monitor>

<sup>28</sup> <https://www.weather.gov/safety/heat-ww>

<sup>29</sup> [National Weather Service: Excessive Heat Conditions](#)

Figure 5.25 NWS Heat Index



**Historical Occurrences**

According to the Florida Climate Center<sup>30</sup>, Florida has experienced at least one severe and widespread drought somewhere within Florida since 1900. Locally, Pasco County has experienced several prolonged dry periods in the past twenty years.

<sup>30</sup>

<https://climatecenter.fsu.edu/topics/drought#:~:text=Historic%20Drought&text=Droughts%20that%20began%20in%201906,2006%20were%20the%20most%20severe.>

**Figure 5.26 Drought Occurrences**

Date	Description
1949-1957	One of the state’s most impactful drought, lasting 9 years. “In 1955, statewide runoff was estimated to be less than half the annual average of 14 in., and wildfires burned more than 300,000 acres of timberland in northwest and northeast Florida in addition to thousands of acres of soil in the Everglades <sup>31</sup> ”
1970-1977	Most severe in the southwest region and the southern part of the northeast region of Florida. Rainfall totals in south Florida ranged from 37 to 80 percent below normal.
1995-2000	Freshwater withdrawals increased 13 percent; several hundred new sinkholes developed across Florida. More than 25,000 wildfires burned over 1.5 million acres across Florida, with the most devastating fire occurring in April 1999 and burning about 173,000 acres.
1998-2002	Considered the most severe drought in the state of Florida. “Record-setting instantaneous low streamflow occurred at many sites during the 1998-2002 drought, including the Withlacoochee River stream gage at Trilby, which recorded zero flow on June 10-11, 2000—the only time during its period of continuous record (1928-2004) <sup>32</sup> ”
1998 – 2008	Resulted in many failed wells and ecological impacts that emphasized the environmental consequences of drought, which included loss in plant growth, increase in fire and insect outbreaks. In addition to the ecological impacts of past occurrences, the local economy was impacted due to a decrease in supply of raw water availability, leading to business closures.
2001 - 2002	The Tampa Bay area, along with the State of Florida and much of the Southeast United States, felt the impacts of a severe dry spell in 2001/2002. The below normal rains caused \$100 million in crop damages, causing Florida’s citrus crop was 6% less than normal because of a two-year drought. Lawns and landscape that could only be watered one day a week for four hours to comply with regional watering restrictions.
2006-2007	Considered a one in 25-year drought that impacted most of the state, including Pasco County.
2010-2012	Drought affected most of the state, but more severe impacts in the northern central region.
2016-2017	Drought conditions developed in late 2016 through mid-2017 resulting in several wildfires across the state.
2023	Lingering drought caused, more than 1,000 wildfires in Florida have burned over 33,000 acres

Droughts occur when a long period passes without substantial rainfall, Pasco County typically experiences a dry season from October through May, and then rainfall increases June through September.

Pasco County experienced a yearly average of 60 inches, which must sustain the region through the dry season. While the average rainfall may seem high in comparison to areas of the state experiencing drier climates, this amount does not go far in serving the county over 365 days, some of which include days with scorched land that is unable to readily absorb the falling water.

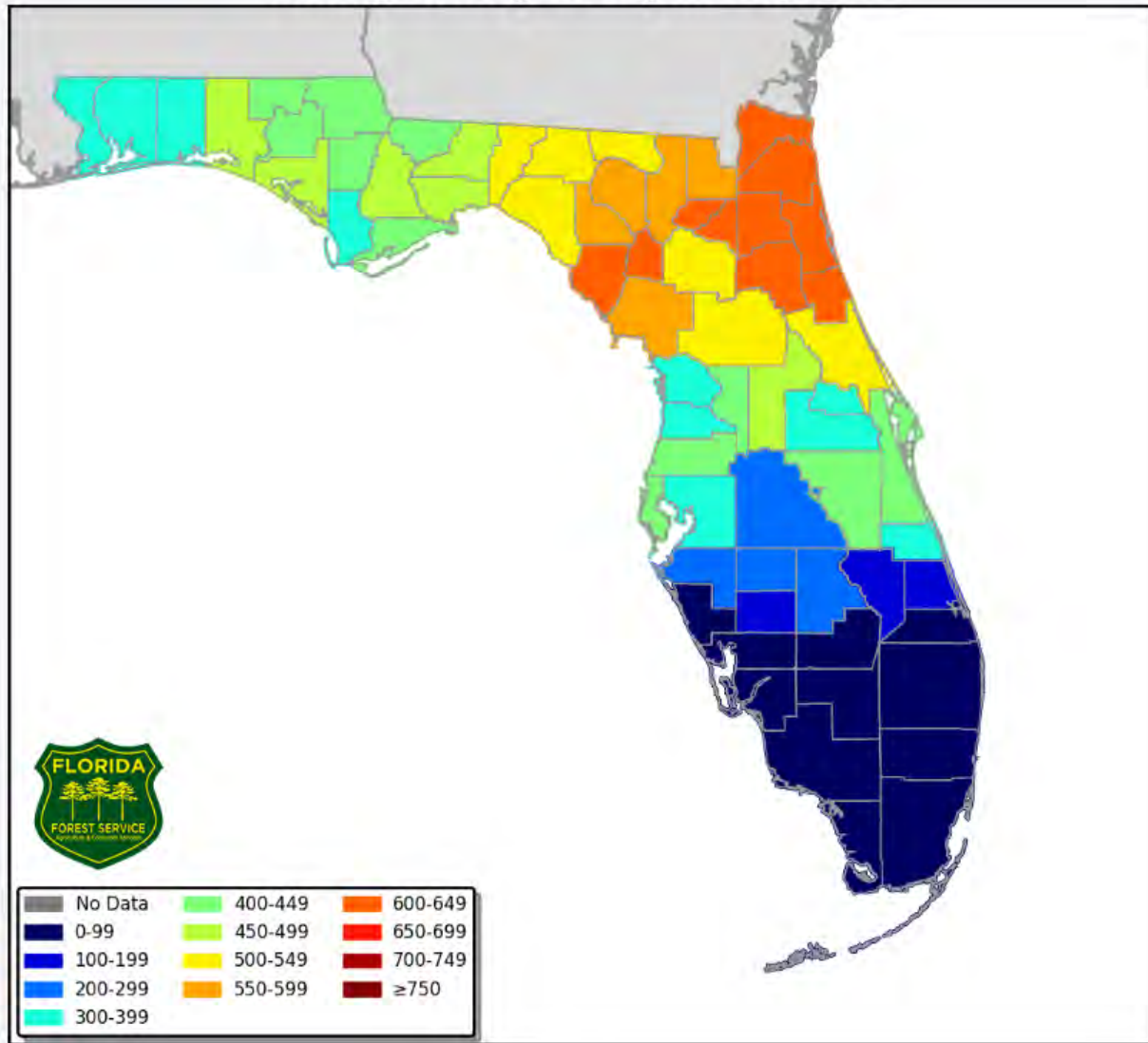
On June 16, 2024, Pasco County Emergency Management produced current snapshots of the KBDI summary for the local area as it relates to a short term forecast for dryness. Figure 5.27 shows the visual representation of the average KBDI. The reports show Pasco County is not currently in drought.

<sup>31</sup> <https://pubs.usgs.gov/circ/2006/1295/pdf/circ1295.pdf>

<sup>32</sup> <https://pubs.usgs.gov/circ/2006/1295/pdf/circ1295.pdf>

**Figure 5.27 KBDI Snapshot**

**Keetch Byram Drought Index (KBDI)  
County Averages for June 16, 2024**



During a heat advisory, proper actions to take include drinking plenty of fluids, stay out of the sun, and in an air-conditioned place. Figure 5.28 represents a record of Heat Advisories released between 2019 and 2022.

**Figure 5.28 Heat Advisories**

<b>Issued</b>	<b>Phenomena</b>	<b>Type</b>	<b>Zone</b>
6/26/2019	Heat	Advisory	Inland Pasco County
6/26/2019	Heat	Advisory	Coastal Pasco County
7/3/2019	Heat	Advisory	Inland Pasco County
7/3/2019	Heat	Advisory	Coastal Pasco County
7/4/2019	Heat	Advisory	Inland Pasco County
7/4/2019	Heat	Advisory	Coastal Pasco County
8/10/2019	Heat	Advisory	Inland Pasco County
9/5/2019	Heat	Advisory	Inland Pasco County
9/5/2019	Heat	Advisory	Coastal Pasco County
9/6/2019	Heat	Advisory	Inland Pasco County
9/6/2019	Heat	Advisory	Coastal Pasco County
6/25/2020	Heat	Advisory	Inland Pasco County
6/25/2020	Heat	Advisory	Coastal Pasco County
6/26/2020	Heat	Advisory	Inland Pasco County
6/26/2020	Heat	Advisory	Coastal Pasco County
6/27/2020	Heat	Advisory	Inland Pasco County
6/27/2020	Heat	Advisory	Coastal Pasco County
7/9/2020	Heat	Advisory	Inland Pasco County
7/9/2020	Heat	Advisory	Coastal Pasco County
7/11/2020	Heat	Advisory	Inland Pasco County

7/11/2020	Heat	Advisory	Coastal Pasco County
7/31/2020	Heat	Advisory	Inland Pasco County
7/31/2020	Heat	Advisory	Coastal Pasco County
8/24/2020	Heat	Advisory	Inland Pasco County
8/24/2020	Heat	Advisory	Coastal Pasco County
8/25/2020	Heat	Advisory	Inland Pasco County
8/25/2020	Heat	Advisory	Coastal Pasco County
8/26/2020	Heat	Advisory	Inland Pasco County
8/26/2020	Heat	Advisory	Coastal Pasco County
9/3/2020	Heat	Advisory	Inland Pasco County
9/3/2020	Heat	Advisory	Coastal Pasco County
9/4/2020	Heat	Advisory	Inland Pasco County
9/4/2020	Heat	Advisory	Coastal Pasco County
8/19/2021	Heat	Advisory	Inland Pasco County
6/16/2022	Heat	Advisory	Inland Pasco County
6/16/2022	Heat	Advisory	Coastal Pasco County
6/17/2022	Heat	Advisory	Inland Pasco County
6/17/2022	Heat	Advisory	Coastal Pasco County
6/18/2022	Heat	Advisory	Inland Pasco County
6/18/2022	Heat	Advisory	Coastal Pasco County
6/19/2022	Heat	Advisory	Inland Pasco County



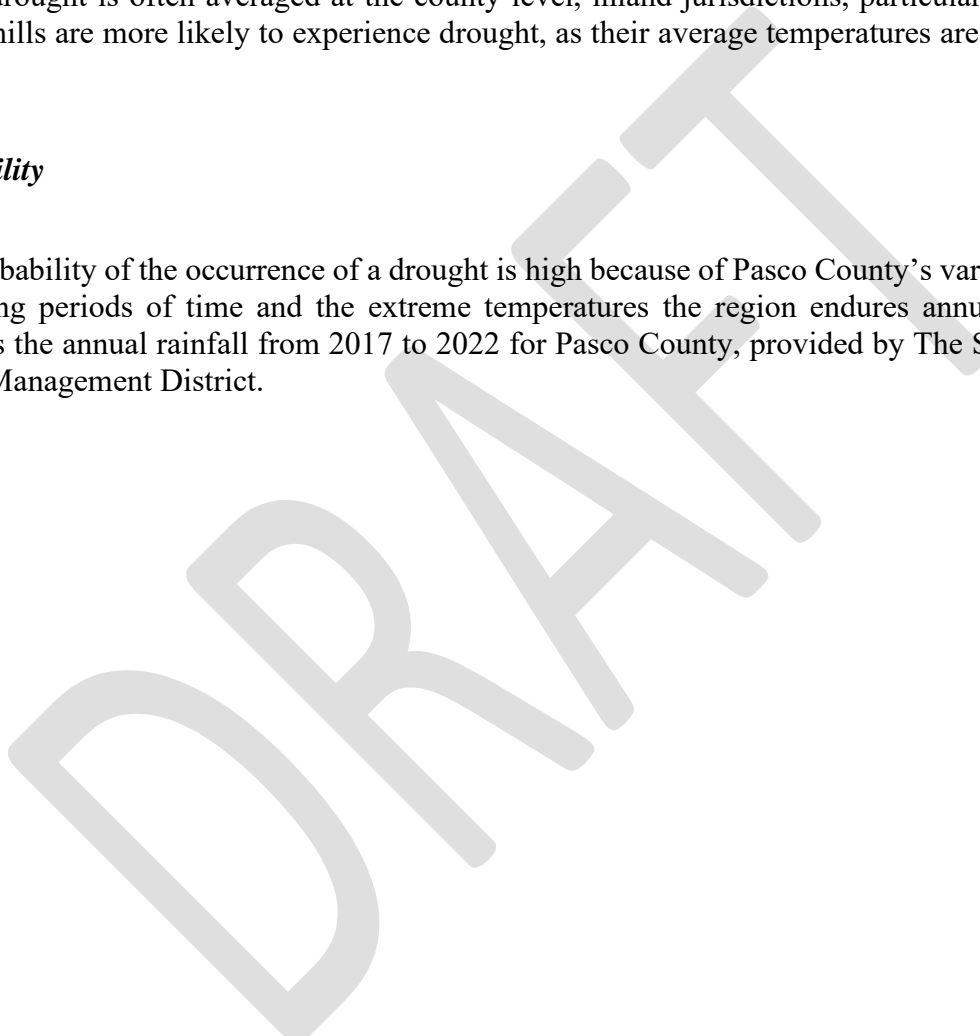
6/19/2022	Heat	Advisory	Coastal Pasco County
6/24/2022	Heat	Advisory	Inland Pasco County

As shown in the table above, inland Pasco County experiences heat advisories on more days than coastal Pasco County. This further supports the inland jurisdictions having more risk to their communities than the coastal communities.

While drought is often averaged at the county level, inland jurisdictions, particularly Dade City and Zephyrhills are more likely to experience drought, as their average temperatures are higher for longer periods.

***Probability***

The probability of the occurrence of a drought is high because of Pasco County’s variable water trends over long periods of time and the extreme temperatures the region endures annually. Figure 5.29 captures the annual rainfall from 2017 to 2022 for Pasco County, provided by The Southwest Florida Water Management District.



**Figure 5.29 Monthly Rainfall**

2017	Monthly Rainfall	2018	Monthly Rainfall
January	2.07		4.28
February	1.72		1.12
March	0.67		1.15
April	0.28		4.11
May	4.03		9.52
June	10.27		6.79
July	7.81		10.83
August	10.77		8.67
September	10.86		4.15
October	1.78		1.37
November	0.93		1.57
December	0.92		8.63
2019		2020	
January	3.92		0.89
February	1.48		2.14
March	0.95		0.05
April	3.07		5.44
May	2.54		2.44
June	10.5		6.79
July	9.64		7.78
August	10.1		9.79
September	1.89		7.33
October	5.98		1.42
November	2.13		4.48
December	4.17		1.67
2021		2022	
January	0.39		1.56
February	2.54		0.7
March	1.04		5.02
April	3.65		4.84
May	0.37		2.21
June	9.06		4.74
July	11.42		8.84
August	8		8.28
September	6.99		9.44
October	3.2		0.77
November	3.35		5.14
December	1.01		2.87

During months in which temperatures are high and rainfall is low, the region can expect to experience drought conditions. The probability of a heat wave, on the other hand, is low, since one has not been measured here during the history in which records have been maintained. Neither drought nor heat wave appears on the list of NCEI-documented events appearing in Appendix E.

As recent as April 2020, Pasco County has experienced severe drought conditions. The US Drought Monitor reports, shown in Figure 5.30 and, Figure 5.31 provide a more detailed account of historical drought conditions data.

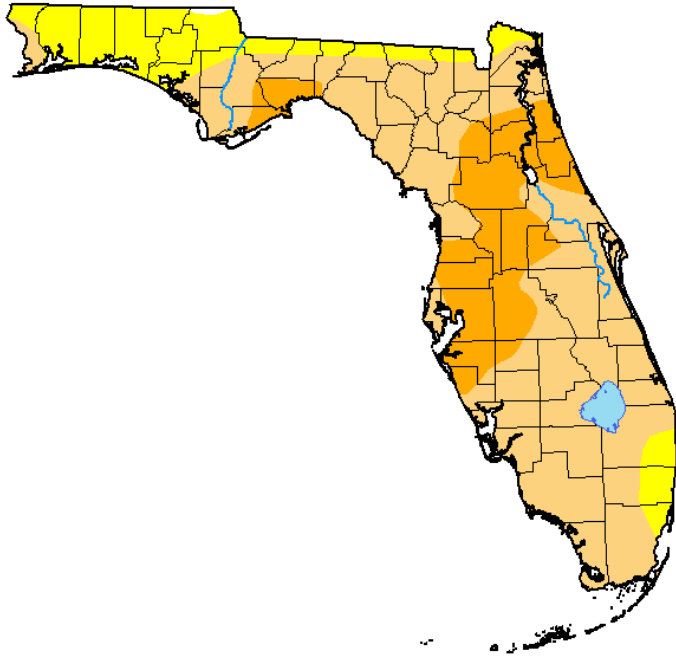
Figure 5.30 April 14, 2020 Drought Monitor

U.S. Drought Monitor  
Florida

April 14, 2020

(Released Thursday, Apr. 16, 2020)

Valid 8 a.m. EDT



Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
<b>Current</b>	0.21	99.56	82.79	21.19	0.00	0.00
<b>Last Week</b> <i>04-09-2020</i>	0.00	99.77	82.81	1.83	0.00	0.00
<b>3 Months Ago</b> <i>01-16-2020</i>	80.90	18.86	4.15	0.00	0.00	0.00
<b>Start of Calendar Year</b> <i>01-02-2020</i>	75.66	24.11	8.58	0.00	0.00	0.00
<b>Start of Water Year</b> <i>10-03-2019</i>	56.75	43.02	23.56	6.18	0.61	0.00
<b>One Year Ago</b> <i>04-18-2019</i>	70.84	28.92	5.67	0.00	0.00	0.00

Intensity:

- None
- D0 Abnormally Dry
- D1 Moderate Drought
- D2 Severe Drought
- D3 Extreme Drought
- D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

Author:

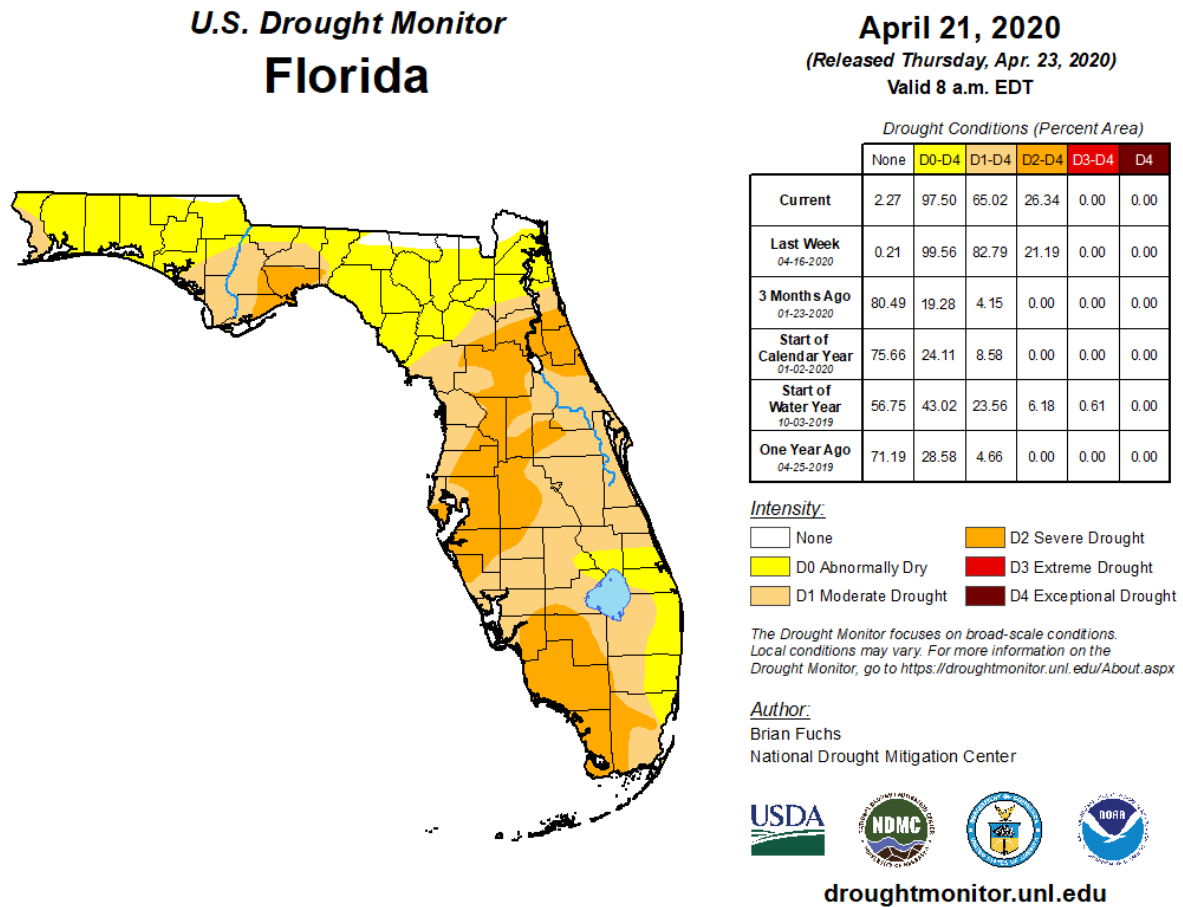
Brian Fuchs  
National Drought Mitigation Center



[droughtmonitor.unl.edu](https://droughtmonitor.unl.edu)



Figure 5.31 April 21, 2020 Drought Monitor



On April 28th, 2020, the District’s Governing Board voted to declare a Phase I Water Shortage for the District’s central and southern regions, which including Pasco County. The primary purpose for a Phase I water shortage is to alert the public that watering restrictions could be forthcoming. The order also requires local utilities to review and implement procedures for enforcing year-round water conservation measures and water shortage restrictions, including reporting enforcement activity to the District.

A Phase I water shortage order does not change allowable watering schedules; however, it does prohibit “wasteful and unnecessary” water use. The District considers both natural water resource conditions and the viability of public water supplies when deciding to declare a water shortage order – that means, restricting the amount of water the public can use.

## *Impacts*

Direct hazards resulting from drought that threaten Pasco County include a decreased supply and increased demand of water, resulting in competition between water dependent sectors and community needs. There also may be an increase in concentration levels of contaminants, pollutants, sediments, and solid waste as raw water volumes diminish.

An additional impact from drought conditions may be to the vegetation, causing decay of tree root systems. In the event of high wind speeds, the unstable trees are a hazard. While the extent of danger from falling trees is unknown, the risk of falling trees include damage to life and property. The extent of social effects of extreme drought and heat waves includes brown outs, potential loss of life in the elderly and other at-risk populations, and possible water restrictions.

While there is a considerable agricultural community within Pasco County, there has been a decline in the total amount of agricultural acreage in Pasco County. This decline can be attributed to the purchase of land to increase both public infrastructure and residential housing to maintain quality service and provide resources to a growing population. Although there is a decrease in agricultural farms in Pasco County, the local economy is still dependent on local farming. The direct physical effects of drought typically include poor crops and foliage, increased fire danger, decreased water in the soil, decreased water in streams and reservoirs and less water available for livestock and wildlife. To incentivize Pasco County residents who own property suited to raise cattle, harvest hay, plant citrus groves, and cultivate tree farms, there are agricultural exemptions in place.

As Pasco County experiences population growth, the demand of water consumption will increase, straining the local water supply. Increased water consumption driven by development in the county could potentially increase the risk of a hydrological drought to become a hazard of much greater significance. To date there have been no measurable human or significant economic impacts from droughts in Pasco County.

The potential pressure put on the local water supply, combined with extreme heat or heatwaves, may result in a large incident. The effects of a prolonged heat wave on the human population include physical reactions such as: hyperthermia, heat edema, heat rash, heat cramps and dehydration. In addition to physical ailments, there are psychological and sociological effects resulting from stress that manifest in degraded performance and overall increase in violent crime.

The Florida Environmental Public Health Tracking (EPHT)<sup>33</sup> partners with the US Centers for Disease Control and Prevention collecting Heat-Related Hospitalizations and Heat-Related Deaths on an annual basis. According to the data collected by EPHT, Pasco County experienced 142 heat-related hospitalizations during summer months and zero (0) heat-related deaths between 2018 and 2021. The breakdown of heat-related hospitalizations each year is as followed: 41 in 2018; 41 in 2019; 29 in 2020; and 31 in 2021<sup>34</sup>. Heat-related illnesses occur when the body is unable to maintain a normal temperature and there are a range of symptoms depending on the severity of heat illness, such as mild dehydration requiring proper medical attention or sometimes as severe as heat stroke.

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<sup>33</sup> [Florida Environmental Public Health Tracking](#)

<sup>34</sup> [FDOH Heat-Related Events](#)

Secondary hazards include land subsidence exacerbation, power grid failures, wildfires, and flooding<sup>35</sup>:

- Less moisture in the soil reduces the stability, contributing to soil erosion that may result in increased risk of damage to infrastructure due to shifts in soil/foundation, causing roads to buckle, water pipes to burst, and power transformers to explode
- “Prolonged periods of extreme heat can lead to power outages as heavy demands for air conditioning strain the power grid (EPA, 2022)<sup>36</sup>” resulting in region-wide brown outs or complete black outs
- Due to the reduced moisture in vegetation, air, and ground, vegetation becomes less resilient to combustion, thus enabling fire to spread more quickly
- Harden topsoil, soil erosion, and reduced moisture in vegetation and ground can increase risk of flooding

As developmental and environmental conditions change in the future, the likelihood for both drought and extreme heat are likely to rise. Changes in frequency of rain days, reductions in tree canopy, and proliferation of non-permeable surfaces all compound with higher overall atmospheric temperatures to create conditions where risk to individuals and infrastructure increases over time.

### ***Vulnerability***

There is a significant amount of acreage in Pasco County designated for conservation, public lands, and agricultural land use. When this acreage becomes parched during a drought, the area becomes vulnerable to wildfires. Due to the increase of development and decrease in agricultural land use, the economic impact from these events has not been high in recent events. Drought can strike anywhere in Pasco County; therefore, all the county critical facilities are equally vulnerable and at risk. However, drought usually does not cause direct structural damage to critical facilities. Therefore, the vulnerability is considered low due to the number of people impacted by a drought being not overly significant and compared to other events the economic costs of a drought event in Pasco County are low.

Pasco County has experienced a population boom, increasing the vulnerability of people, specifically underserved communities, and socially vulnerable populations. The NWS Heat Advisory serves as a precaution and offers adequate notice of when to be more mindful of heat index to help mitigate heat-related illnesses due to lack of proper protection against the heat.

A Heat Advisory serves as a notice that a period of excessive heat is expected. The combination of hot temperatures and high humidity will create a situation in which heat related illnesses are possible.

Despite the availability of early warning and forecasting, sections of the population of the entire community are more vulnerable to the impacts of both drought and heatwave. Homeless populations

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<sup>35</sup>

[https://www.cisa.gov/sites/default/files/publications/Drought\\_and\\_Infrastructure\\_A\\_Planning\\_Guide\\_508c.pdf](https://www.cisa.gov/sites/default/files/publications/Drought_and_Infrastructure_A_Planning_Guide_508c.pdf)

<sup>36</sup> [Environmental Protection Agency: Heat Waves](#)

are likely to experience extensive health impacts because of these hazards, especially during extended periods of excessive heat and drought.

Elderly populations, regardless of their housing status may also be more vulnerable to health-related impacts caused by heat and drought as they are more likely to experience heat stroke.

Because the likelihood of Pasco County experiencing drought and extreme heat in the future, and the possibility of high-impacts on public health in limited areas, the vulnerability for all jurisdictions from drought and extreme heat has been assessed as follows:

- Location – Limited
- Impacts – Moderate
- Probability – Moderate
- Overall Vulnerability – Medium

DRAFT



Source: WUSF News<sup>37</sup>

## Description

Severe winter weather such as extreme cold, snow fall, ice storms, and winter storms affect every state in the continental United States. Regions in the United States where it is not common for severe winter weather to happen often, such as Florida, do not have systems that can withstand such weather, ultimately disrupting services and utilities. In addition to not having the infrastructure to handle the extreme cold weather and storms that often follow; states, county, and local governments in those regions do not keep snow removal equipment such as salt spreaders, blowers, or other equipment needed to plow roads and highways. Those regions do not have facilities to store a large quantity of salt to maintain roads in the event of freezing rain or an ice storm. The equipment that some regions need for winter storm impacts are impracticable for Florida and would not be used often enough to justify the expense it would take to maintain and store. When winter hazards do occur, the storms may also spawn other hazards such as flooding, tornadoes, and extreme winds that may interfere with recovery efforts.

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<sup>37</sup> <http://wusfnews.wusf.usf.edu/post/protect-your-plants-during-cold-snap>



## **Location**

Severe winter weather and freezes are possible in any location throughout Pasco County and all participating jurisdictions. Sections of northern Unincorporated Pasco County become more likely to experience winter freezes than the southern portions.

## **Extent**

The national weather service has identified parameters for cold weather advisories.

Freeze watch is when conditions are favorable for a freeze event to meet or exceed Freeze Warning criteria in the next 12 to 48 hours during the locally defined growing season.

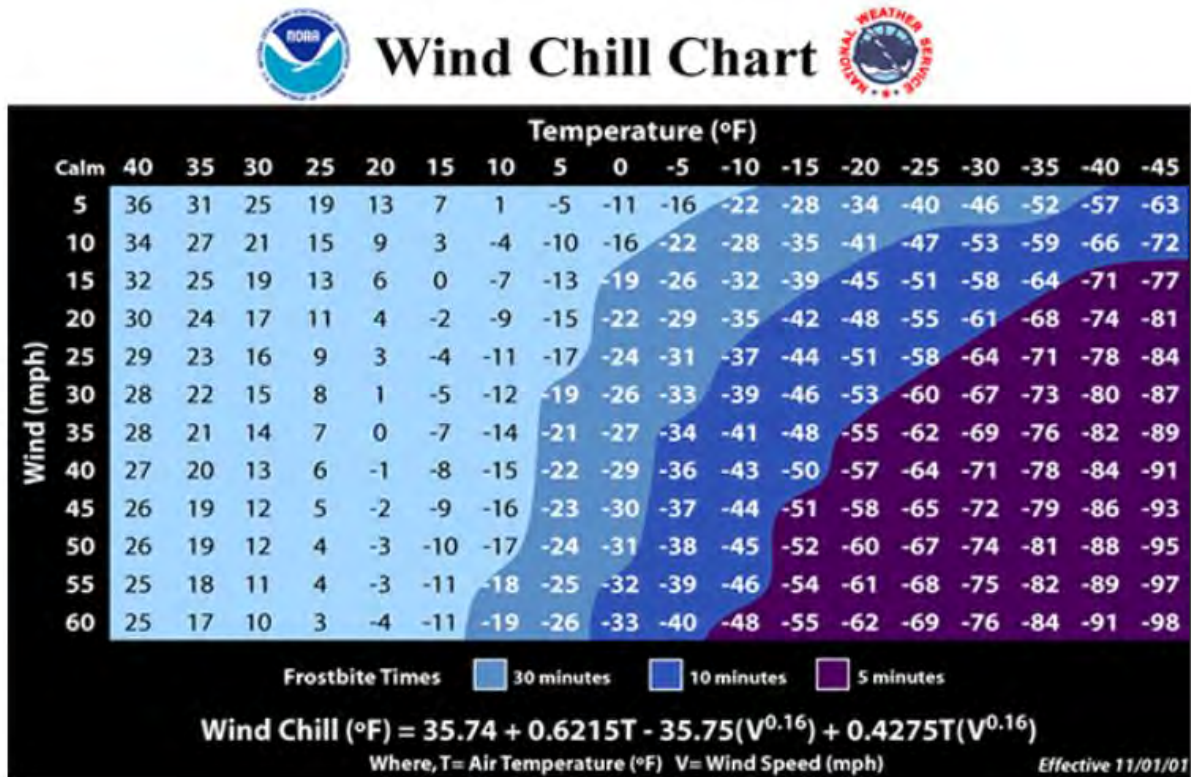
Freeze Warning is during the growing season when surface temperatures are expected to drop below freezing over a large area for an extended period of time, regardless whether or not frost develops.

Hard Freeze Warning is when minimum shelter temperature is forecast to be 28°F or less (slightly lower or higher based on local criteria) during the locally defined growing season.

Frost advisory is when widespread frost formation is expected over an extensive area. Surface temperatures are usually in the mid 30s Fahrenheit.

NWS has also created a chart for identifying hazards associated with wind chill. Wind chill is a combination of ambient temperature and wind. Exposure to temperatures in these ranges and conditions can lead to health impacts, frostbite and death.

Figure 5.31 NWS Wind Chill Chart



### Historical Occurrence

Pasco County has experienced moderate to severe freezes in the past. Unlike a drought, a freeze does not continue for an extended period of time in Pasco County, and precautions are taken by the residential and agricultural community to minimize the impacts. Winter storms and freezes are most likely to impact the agricultural industry in Pasco County. While declarations for freezing weather may not occur frequently, severe cold weather may still pose a threat to Pasco County.

The last winter weather FEMA declaration that included Pasco County was on February 5, 2001. FEMA declaration number 1359 provided unemployment compensation (Disaster Unemployment Assistance) benefits to individuals who lost jobs or businesses in designated counties as a direct result of freezing weather that struck much of Florida over the period of December 1 through January 25, 2001.

Figure 5.31 is a list of cold weather advisories experienced during this planning period.

**Figure 5.32 Cold Weather Advisories**

<b>Issued</b>	<b>Phenomena</b>	<b>Type</b>	<b>Zone</b>	
1/4/2018	Freeze	Warning	Inland County	Pasco
1/4/2018	Freeze	Watch	Inland County	Pasco
1/5/2018	Freeze	Warning	Coastal County	Pasco
1/5/2018	Freeze	Watch	Coastal County	Pasco
1/5/2018	Freeze	Warning	Inland County	Pasco
1/5/2018	Freeze	Watch	Inland County	Pasco
1/5/2018	Hard Freeze	Warning	Inland County	Pasco
1/6/2018	Freeze	Watch	Inland County	Pasco
1/18/2018	Freeze	Warning	Coastal County	Pasco
1/18/2018	Freeze	Watch	Coastal County	Pasco
1/18/2018	Freeze	Watch	Inland County	Pasco
1/18/2018	Hard Freeze	Warning	Inland County	Pasco
1/18/2018	Hard Freeze	Watch	Inland County	Pasco
1/19/2018	Freeze	Warning	Coastal County	Pasco
1/19/2018	Freeze	Watch	Coastal County	Pasco
1/19/2018	Freeze	Watch	Inland County	Pasco
1/19/2018	Hard Freeze	Warning	Inland County	Pasco

1/19/2018	Hard Freeze	Watch	Inland County	Pasco
1/17/2019	Frost	Advisory	Inland County	Pasco
1/22/2020	Freeze	Warning	Inland County	Pasco
1/22/2020	Freeze	Watch	Inland County	Pasco
2/28/2020	Frost	Advisory	Inland County	Pasco
12/2/2020	Freeze	Watch	Inland County	Pasco
12/9/2020	Frost	Advisory	Inland County	Pasco
12/26/2020	Freeze	Warning	Inland County	Pasco
12/26/2020	Freeze	Watch	Inland County	Pasco
12/27/2020	Freeze	Warning	Inland County	Pasco
12/27/2020	Freeze	Watch	Inland County	Pasco
1/10/2021	Frost	Advisory	Coastal County	Pasco
1/10/2021	Frost	Advisory	Inland County	Pasco
1/19/2021	Frost	Advisory	Inland County	Pasco
2/4/2021	Frost	Advisory	Coastal County	Pasco
2/4/2021	Freeze	Warning	Inland County	Pasco
1/24/2022	Frost	Advisory	Coastal County	Pasco
1/24/2022	Freeze	Warning	Inland County	Pasco

1/24/2022	Freeze	Watch	Inland County	Pasco
1/30/2022	Freeze	Warning	Coastal County	Pasco
1/30/2022	Freeze	Watch	Coastal County	Pasco
1/30/2022	Hard Freeze	Warning	Coastal County	Pasco
1/30/2022	Freeze	Watch	Inland County	Pasco
1/30/2022	Hard Freeze	Warning	Inland County	Pasco
1/30/2022	Hard Freeze	Watch	Inland County	Pasco
3/13/2022	Freeze	Warning	Coastal County	Pasco
3/13/2022	Freeze	Warning	Inland County	Pasco
12/24/2022	Freeze	Warning	Coastal County	Pasco
12/24/2022	Freeze	Watch	Coastal County	Pasco
12/24/2022	Hard Freeze	Warning	Inland County	Pasco
12/24/2022	Hard Freeze	Watch	Inland County	Pasco
12/25/2022	Freeze	Warning	Coastal County	Pasco
12/25/2022	Freeze	Watch	Coastal County	Pasco
12/25/2022	Hard Freeze	Warning	Inland County	Pasco
12/25/2022	Hard Freeze	Watch	Inland County	Pasco
12/26/2022	Freeze	Warning	Inland County	Pasco

12/26/2022	Freeze	Watch	Inland County	Pasco
1/15/2023	Freeze	Warning	Inland County	Pasco
1/15/2023	Freeze	Watch	Inland County	Pasco
1/16/2023	Frost	Advisory	Coastal County	Pasco
1/16/2023	Frost	Advisory	Inland County	Pasco

According to data provided by Pasco County Emergency Management cold weather shelters were opened 15 times between 2018-2023 and were open for 20 days total. For context, cold weather shelters open when there is a risk of temperatures dropping below 40 degrees Fahrenheit for four or more hours without windchill.

**Probability**

Historically, at least one advisory related to cold weather should be expected each year. Figures 5.33 and 5.34, taken from the Florida SHMP, show the average occurrence of winter weather and severe cold.

Figure 5.33 Winter Weather Risk

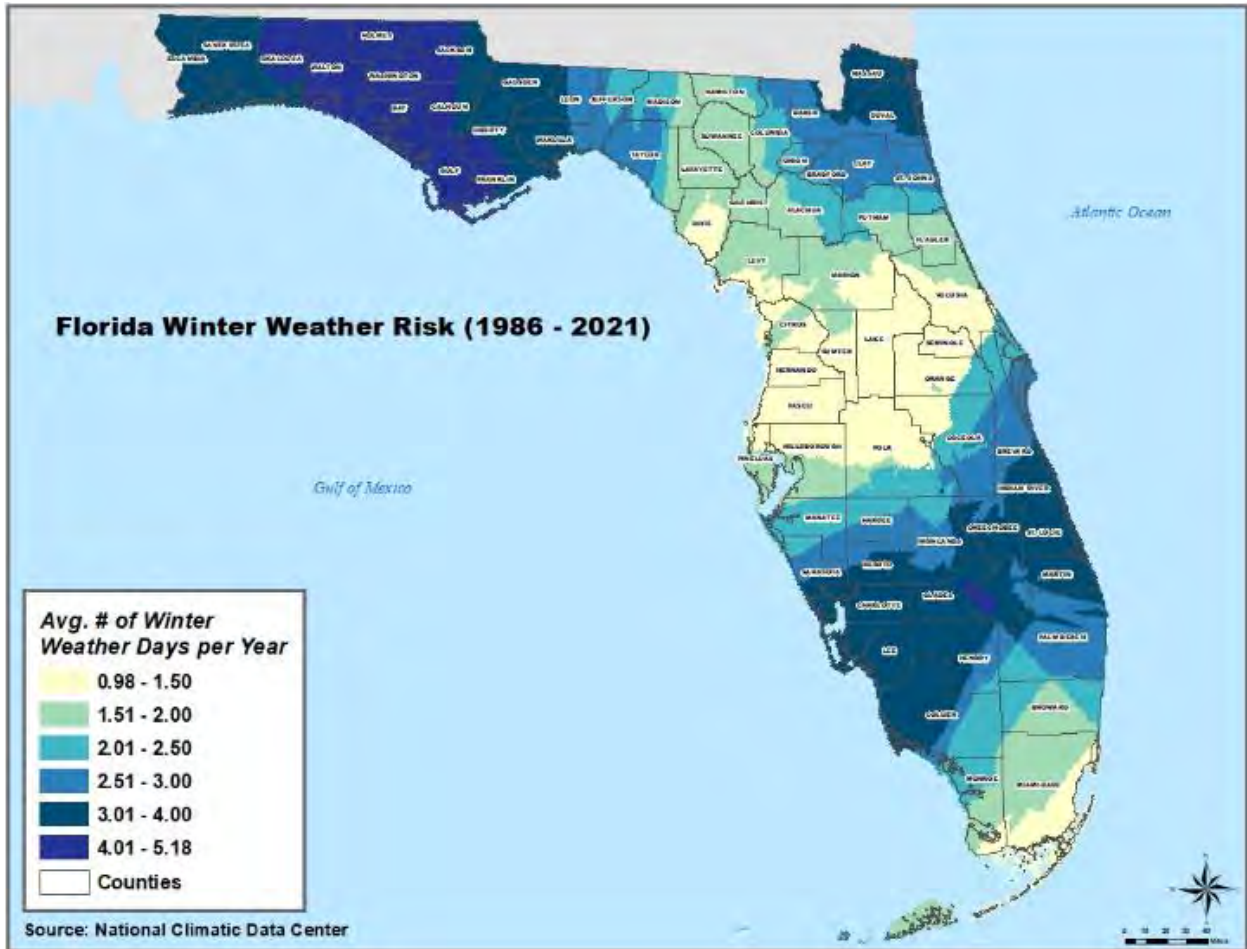
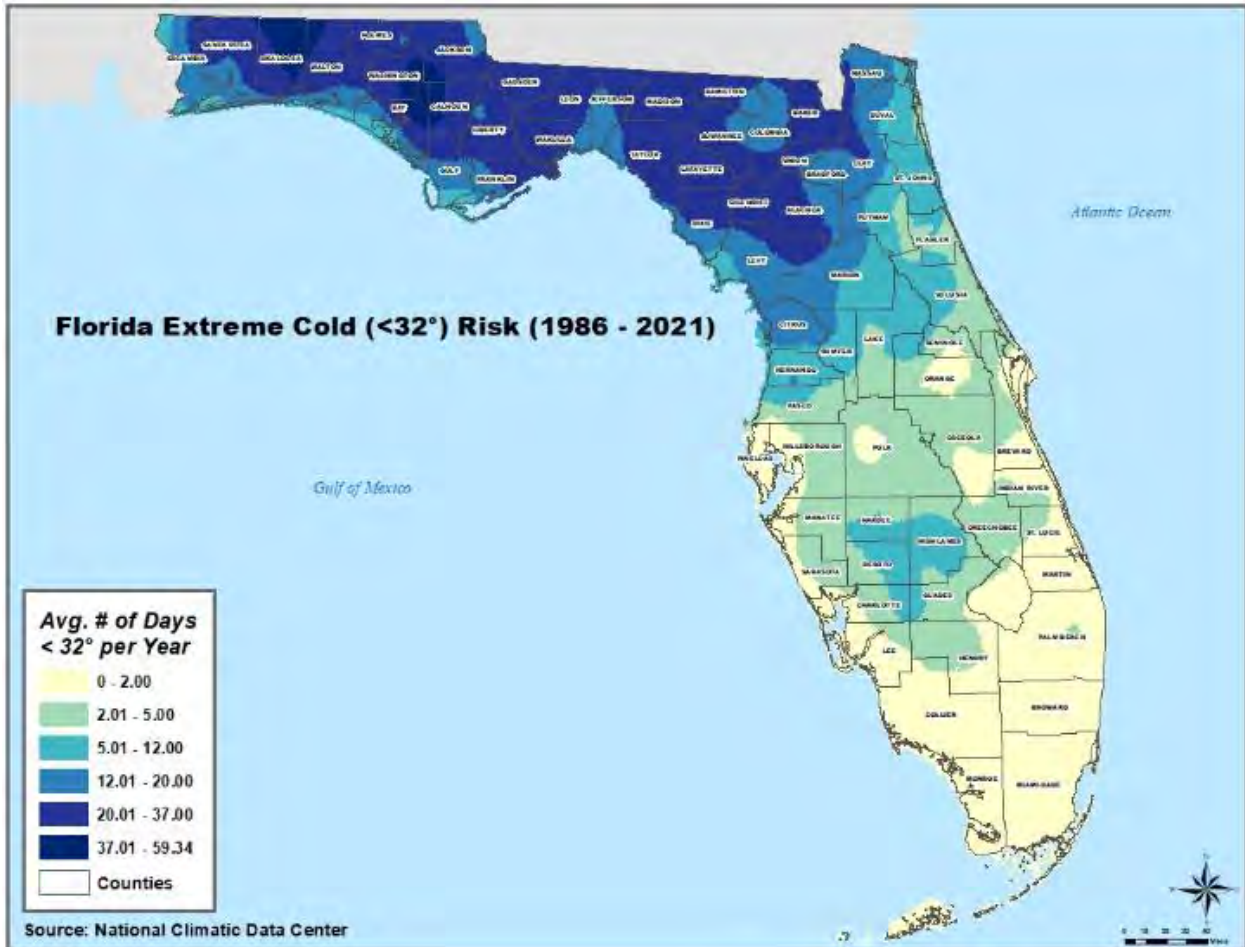


Figure 5.34 Extreme Cold Risk



Based on these figures, Pasco County is likely to experience one winter weather day and up to 12 days of extreme cold each year.

### Impacts

Winter storms and freezes can have a wide range of impacts, depending on duration and severity. Freezing temperatures can have severe impact on the population. Exposure to freezing temperatures for a prolonged period can lead to hypothermia and eventually death. Freezing temperatures impact vulnerable populations at a disproportionate rate, especially those that are financially constrained or experience homelessness. Lack of shelter can put someone in danger in just a few hours.

Freezing temperatures also have cascading impacts on the population. Frozen roads could lead to increased traffic hazards, residential heating could cause fires or carbon monoxide poisoning.

History indicates that the entire county can experience moderate to severe freezes. The extent of damage is greatest in the eastern half of the county where farms/groves are located. The economic



impact from these events has not been high because less Pasco County land is used for agricultural purposes as parcels are sold in tracts for new development. The number of people impacted by a freeze event is not overly significant compared to other events and the economic costs are low.

When it comes to colder temperatures, not all Florida homes have access to heat sources and residents may require relocation. Florida homes often lack adequate heating and insulation leads to cold weather exposure. While cold weather doesn't have a similar financial impact on people to the extent of other hazards, the County still takes precautions. The Cold Weather Shelter Program for Pasco County is a community effort where stakeholders from Pasco County department and agencies, and local non-profit organizations work together to provide emergency sheltering for those in need during low temperatures.

The program is housed under Pasco County Division of Human Services, who work with local partners such as One Community Now<sup>38</sup>, to provide sheltering for those without access to heat during low temperatures. Pasco County Emergency Management (PCEM) monitors temperatures using the National Weather Service Hourly Weather Forecast<sup>39</sup> and reports back to the Division of Human Services when there is a risk of temperatures dropping to 36°F or below. At that time, the Division of Human Services would work with partners to either stand up cold weather shelters (**shelters**) or find alternative housing; and determine location, dates, times of available shelters, and shelter staff. Once shelter information has been confirmed, information is sent to the Public Information Officer (PIO) for media dissemination. In addition to the media, shelter information is shared with 911, Pasco County Sheriffs Office, GoPasco, and local municipalities. At the end of each operational period the Division of Human Services will relay shelter numbers to PCEM, who will track applicable information.

Cold Weather Shelter operations activate if there is a risk of temperatures dropping to 36°F or below for four or more hours, without windchill. Shelters are typically open within an hour of forecasted low temperature, or sunset, whichever happens first.

Winter storms and freezes could also impact other critical infrastructure such as utility lines if exposed temperatures last long enough to fully freeze water lines.

As the SHMP points out, increases in overall temperature trends is not expected to eliminate the possibility of severe winter weather in the future.

### **Vulnerability**

Because the likelihood of Pasco County experiencing freeze and extreme cold in the future, and the possibility of impacts on public health in limited areas, vulnerability to extreme cold for all jurisdictions has been assessed as follows:

- Location – Limited
- Impacts – Moderate
- Probability – Moderate
- Overall Vulnerability – Medium

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<sup>38</sup> [One Community Now](#)

<sup>39</sup> [National Weather Service Hourly Weather Forecast Graph](#)

**Description**

Erosion changes the shape and structure of the coastal areas and riverbanks. Pasco County's western boundary is adjacent to the Gulf of Mexico resulting in the region being subject to coastal erosion resulting from tropical storms, hurricanes, strong waves, and high winds. Coastal erosion is the loss or displacement of land or long-term removal of sediment along the coastline. Erosion can occur from hydraulic action, abrasion, impact and corrosion caused by moving water. Erosion is often considered to have the most impact along sandy beach areas or coastal areas with dunes.

Inland, the course of any given river is fluid, constantly alter course, changing shape and depth trying to find a balance between the sediment transport capacity of the water and the sediment supply. This process, called riverine erosion, is usually seen as the wearing of riverbanks and riverbeds over a long period of time. Riverine erosion is often initiated by failure of a riverbank causing high sediment loads or heavy rainfall. This generates high volume and velocity run-off which will concentrate in the lower drainages within the river's catchment area. When the stress applied by these river flows exceeds the resistance of the riverbank material, erosion will occur. As the sediment load increases, fast-flowing rivers will erode their banks downstream. Eventually, the river becomes overloaded or velocity is reduced, leading to the deposition of sediment further downstream or in dams and reservoirs. The deposition may eventually lead to the river developing a new channel. Riverine erosion has many consequences including the loss of land and any development on that land. It can cause increased sedimentation of harbors and river deltas. It can hinder channel navigation and affect marine transportation sources.

**Location**

Despite Pasco County adjoining the Gulf of Mexico along its entire western boundary, most of that boundary is marsh, mangroves or otherwise vegetated shore. Still, erosion is possible along all shores and riverbanks in Pasco County.

Unincorporated Pasco County, New Port Richey and Port Richey all have locations of shore and riverbank that could be impacted by erosion over time.

**Extent**

Erosion can remove sediment, sands and vegetation along shores and riverbanks. Florida Department of Environmental Protection identifies two categories of erosion. The first is non-critical erosion. This is significant erosion that does not threaten any private or public interests. Critical erosion is significant erosion that threaten "upland development, recreational interests, wildlife habitat, or important cultural resources."

Because of proximity to rivers and the Gulf of Mexico, coastal and western Pasco county and the jurisdictions of New Port Richey and Port Richey are at risk from non-critical erosion and potentially critical erosion in the future.

**Historical Occurrences**

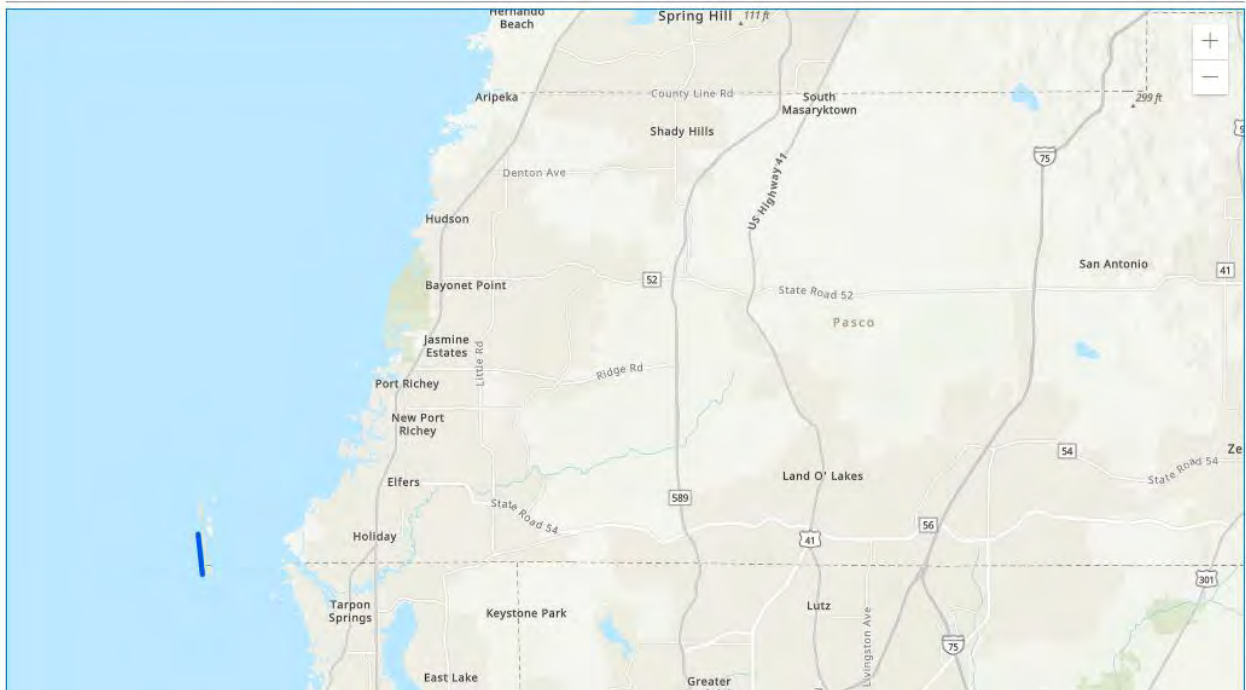
FDEP has identified two primary areas of erosion in Pasco County.

Anclote Key has experienced non-critical erosion. The southern half of the key has experienced significant erosion, but there is no lasting threat to public or private structures or interests. Currently,

FDEP lists that Anclote Key as 1.1 miles of non-critically eroded beach. Conversely, Hudson Beach is considered to have experienced significant erosion. The entire area (0.2 miles) of Hudson Beach is considered critically eroded according to FDEP.

**Figure 5.35 FDEP Critical Erosion Areas**

FDEP Coastal Critical Erosion Areas



### Probability

The west coast of Pasco County is likely to experience erosion on an ongoing basis and could be considered annual, which means future erosion in Pasco County is very likely.

### Impacts

Erosion has impacts to the population, buildings, infrastructure and natural resources depending on the location and extent. Currently, the most likely impact to the community is to natural resources. Hudson Beach and Anclote Key are both locations that host public parks. As time passes and erosion continues, these areas could lose function as parks and key components of the county's natural resources may be negatively impacted. Additionally, erosion over time may have impacts on water quality.

Erosion in the area of Hudson Beach may also impact the built environment in the future. Sea walls and utility structures may be impacted and damaged as a result of decreased sediment in the areas of the beach. If erosion is significant enough over time, there may be cascading impacts to the residential areas connected to the beach as well.

As future conditions change and sea levels and tides continue to rise, the amount of coastal land at risk from erosion increases. These previously undisturbed sandy sub and top soils can be washed away by tidal movement. Additionally, increased rainfall occurring in short periods of time could cause river banks to rise to unexpected levels, causing erosion to new areas in the future.

## Vulnerability

Pasco County has a significant amount of shoreline and riverbed, all of which are areas where erosion may occur. The potential impacts to the county however, are relatively low. Because Pasco County's built environment typically does not directly abut the Gulf of Mexico, structures, populations and infrastructure are not at a significant risk. Coastal and riverine erosion occurs in small amounts and has not occurred significantly enough to generate overall statistics. If and when significant erosion occurs, Pasco County will experience a change in the shape of the coastline and riverbanks, as well as loss of structures business and residences located in vulnerable areas especially combined with tropical cyclone activity.

The vulnerability from erosion for coastal Pasco County, New Port Richey and Port Richey has been assessed as follows: as follows:

- Location – Limited
  - Impacts – Moderate
  - Probability – Moderate
  - Overall Vulnerability – Medium
- . All other jurisdictions have a low vulnerability to erosion.

## VI. MITIGATION STRATEGY

### GUIDING PRINCIPLES AND GOALS

During the planning process, the Pasco County LMS Goals and Objectives Subcommittee developed a set of community values or Guiding Principles that serve as a vision for hazard mitigation in Pasco County. This set of values was approved by the overall LMS Working Group in the formulation of specific goals and objectives which helped direct the planning process and the selection and implementation of mitigation initiatives and programs. The set of Guiding Principles that were affirmed by the LMS Working Group are as follows:

- *Hazard mitigation should minimize future losses by reducing the risk to people and property;*
- *Hazard mitigation should emphasize pre-and-post disaster planning to decrease vulnerability of existing and new construction to loss;*
- *Hazard mitigation should prevent repetitive losses from natural disasters through regulation and education;*
- *Hazard mitigation should utilize comprehensive planning, regional and local area plans, zoning codes, development standards and incentives to protect vulnerable properties and vulnerable areas, and support development in less vulnerable areas;*
- *Hazard mitigation should strive to protect the public and private sectors by reducing their economic vulnerability and increasing their recovery capabilities;*
- *Hazard mitigation should strive to reduce the security risk to both public and private sectors in order to lessen all losses associated with physical and cyber-attacks; and*
- *Hazard mitigation should increase public awareness regarding mitigation.*

The following goals and their associated objectives stemmed directly from the values that were created by the LMS Working Group. During this update cycle The LMS Working Group decided to enhance their goals and objectives by incorporating both short and long-term objectives. For the purpose of this plan, short-term objectives can be accomplished in two or less years, and long term are those that will take longer than that to accomplish or are ongoing. This resulted in reframing the existing goals and objectives to address current and future problems across Pasco County. The values of these goals and objectives were created by the LMS Working Group to harden mitigation across the county. The current goals and objectives both focus on the short-term aspect and long-term aspect of the mitigation process to ensure a stronger and more resilient community:

**GOAL 1:** Minimize future losses from disasters by reducing the risk to people and property.

### **Short Term Objectives:**

#### **Objective 1.1**

Assure that Pasco County has sufficient shelter space to accommodate evacuees in time of need.

#### **Objective 1.2**

Work with the National Weather Service to enhance communication and coordination before and during severe weather events.

### **Long Term Objectives:**

#### **Objective 1.3**

Protection of populations and properties in Pasco County susceptible to economic or physical loss from natural and man-made disasters shall be consistent with the standards established in the Local Mitigation Strategy and other planning documents.

#### **Objective 1.4**

Encourage higher standards of maintenance to existing drainage systems and retention ponds, and monitor cumulative development impacts with a macroscopic view.

**GOAL 2:** Emphasize pre- and post-disaster planning to decrease vulnerability of existing and new construction to loss.

**Short Term Objectives:**

**Objective 2.1**

Identify and prioritize vulnerable properties by using topographic and storm surge maps, traffic analysis and evacuation modeling, economic and environmental impact analysis.

**Objective 2.2**

Review evacuation time estimates taking into consideration the limited east/west and north/south travel times.

**Objective 2.3**

Identify vulnerable existing public and private critical facilities and encourage pre-disaster retrofit.

**Long Term Objectives:**

**Objective 2.4**

Encourage structure retrofit programs to address identified flood, wind, and evacuation vulnerabilities based on income level.

**Objective 2.5**

Identify post-storm redevelopment options throughout the county and where feasible, purchase land in known vulnerable areas to prevent placing people and infrastructure in harm's way.

**GOAL 3:** Prevent flood-related repetitive losses from natural disasters through regulation and education.

**Short Term Objectives:**

**Objective 3.2**

Require systematic maintenance programs for storm water management systems.

**Objective 3.3**

Encourage only low-density residential development in repetitive flood loss areas consistent with current residential code and other plans for residential development.

**Long Term Objective:**

**Objective 3.1**

Develop and support public and private projects and programs to retrofit, relocate or acquire properties susceptible to repetitive flooding.

**GOAL 4:** Strengthen and utilize comprehensive planning, regional and local area plans, zoning codes, development standards and incentives to protect vulnerable properties and vulnerable areas, and support development in less vulnerable areas.

**Short Term Objectives:**

**Objective 4.1**

Monitor floodplain regulations and enforcement to assess effectiveness.

**Objective 4.2**

Promote the Florida Building Code standards requiring new developments and construction to meet applicable wind load standards for the county.

**Objective 4.3**

Promote regulations for new structures in 100-year flood areas to be elevated in conformance with or exceeding current Florida Building Code.

**Objective 4.4**

Encourage locations of critical facilities (schools, hospitals, etc.) to be away from the proximity of identified hazardous material facilities.

**Objective 4.5**

Enact development standards in wildland urban interface areas, such as setbacks, forest maintenance, access of response vehicles and construction materials.



**Objective 4.6**

Review and consider policies to assure more permeable area in development, by limiting construction of paved surfaces and decreasing run-off.

**Objective 4.7**

Identify strategies to encourage the understanding of climate change impacts to the county.

**Long Term Objectives:**

**Objective 4.8**

Develop and support economic incentive programs for both public and private sectors promoting benefits of structural retrofitting.

**Objective 4.9**

Discourage variances and exceptions in flood hazard areas as identified by Flood Insurance Rate Maps, storm surge, and historical flooding.

**Objective 4.10**

Strengthen existing land use regulations and policies through enhancement of review procedures, and enforcement.

**Objective 4.11**

Promote and support incentives to encourage higher standards of protection to structures and facilities from hazards.

**GOAL 5:** Strive to protect the public and private sector by reducing their economic vulnerability and increasing their recovery capabilities.

**Short Term Objectives:**

**Objective 5.1**

Encourage disaster planning training through collaborative programs with appropriate government agencies and the private sector.

**Objective 5.2**

Promote mitigation guidelines for businesses to raise awareness about local hazards, assist in vulnerability assessment, aid in the identification of financial and technical assistance available, and facilitate hazard mitigation implementation to include continuity of operations.

## **Long Term Objectives:**

### **Objective 5.3**

Analyze the factors involved in small business decision making regarding preparing for disasters and integrating hazard mitigation into their management practices.

**GOAL 6:** Hazard mitigation should strive to reduce the security risk to both public and private sectors to lessen all losses associated with physical and cyber-attacks.

## **Short Term Objectives:**

### **Objective 6.1**

Develop and maintain Continuity of Operations Plans (COOP) to minimize public and private interruption and protect private records.

### **Objectives 6.2**

Provide up to date information to public to plan for possible evacuation or shelter in place.

## **Long Term Objective**

### **Objective 6.3**

Utilize grant opportunities from the Federal, State, and District levels to harden critical infrastructure to minimize vulnerabilities to attack.

**GOAL 7:** Hazard mitigation should increase public awareness regarding mitigation.

## **Short Term Objectives:**

### **Objective 7.1**

Provide education and information to the public and business community about potential hazards and property protection measures (i.e. events such as Hurricane Expo and general presentation to community group).

### **Objective 7.2**

Utilize print media, television, radio, and computer technology to educate the public on mitigation.

### **Objective 7.3**

Annually provide outreach specifically to properties immediately adjacent to the repetitive loss properties as part of the Community Rating System outreach and repetitive property owner outreach programs.

## JURISDICTIONAL ANALYSIS

As discussed in the Community Profile, Pasco County is a diverse and growing community. Accordingly, the seven jurisdictions represented in this plan each have unique capabilities and challenges when it comes to creating and implementing mitigation initiatives. Over the 5-year cycle of this plan, each jurisdiction will be **tasked with identifying gaps in the organization’s ability to implement mitigation initiatives that would best** serve their communities and Pasco County as a whole community, including using the Local Mitigation Strategy in conjunction with other plans and ordinances with the purpose of creating more robust hazard mitigation in the future.

The following capabilities have been identified by as core parts of the Jurisdictional Analysis for hazard mitigation programs:

1. Planning and Regulatory
2. Administrative and technical
3. Financial

During the jurisdictional analysis portion of this plan, each jurisdiction will identify capabilities and gaps for each capability area listed above. Below is an explanation of each area with examples of capabilities and gaps.

### Planning and Regulatory

These capabilities can include Implementation of ordinances, policies and plans that aim at reducing impacts from hazards in the jurisdiction. As communities grow across all jurisdictions in the planning area, regulatory-related mitigation initiatives can be a vital aspect of reducing overall vulnerability. Each jurisdiction is responsible for planning and regulation within their political boundaries, utilizing the LMS and the LMSWG in these planning efforts can strengthen overall resiliency for the community. Each jurisdiction currently consults the LMS during the comprehensive planning process. The city of Port Richey and Pasco County BOCC have conducted vulnerability assessments and resiliency plans. Smaller jurisdictions, such as St. Leo and San Antonio, have constraints in their regulatory impacts of because of their limited geographic size.

Specific attention for this section of the jurisdictional analysis will be placed in identifying each **jurisdiction’s adoption and utilization of most recent Florida Building codes, and existing land use and development ordinance** to identify potential areas where local building ordinance could be created or

modified to limit future impacts from hazards. Participation in the LMSWG and completion of the Jurisdictional Analysis will allow the entire community to visualize important work already done and increase the connections between the LMS, impact reduction and planning efforts.

#### Administrative and Technical

**These capabilities are focused on identifying each jurisdiction’s staff and tools needed to implement mitigation initiatives identified.** Examples include grant managers/writers, engineers, and other management staff needed to implement mitigation initiatives. All the municipal partners in the planning area are relatively small and have small staffs. This leads to a gap in the availability of funding and planning for mitigation. Quantifying these gaps in a Jurisdictional Analysis will allow each jurisdiction, and the working group, to understand necessary administrative resources for mitigation initiatives.

All municipal members of the working group work together to address administrative gaps. As an example, Pasco County Department of Emergency Management has staffed mitigation positions to assist municipal partners scope, apply for and carry out mitigation projects through FEMA HMA funding. Analyzing the specific gaps for each jurisdiction will result in a more efficient working group process.

#### Financial

These are resources that each jurisdiction has access to or is eligible to use to fund mitigation initiatives. Every jurisdiction has significant gaps in financial resources for mitigation. The Jurisdictional Analysis will allow each jurisdiction to express their needs to the working group and allow of collaborative development of initiatives. As mentioned above, the LMSWG currently offers assistance in grant application and development to assist with financial gaps.

A comprehensive understanding of capabilities and gaps on the community level is necessary to most efficiently create and maintain the mitigation program well into the future.

## MITIGATION INITIATIVES

**This section will identify and analyze a range of specific mitigation actions and projects for each hazard. It will describe the selection process used to identify the mitigation projects and programs. As conditions change and hazards evolve, mitigation initiatives may change and best practices may update. Throughout the life of this plan, current best practices and policies should be followed for each initiative. All mitigation initiatives will be presented to the LMS Working Group and tracked by Pasco County Emergency Management in coordination with participants and municipalities involved.**

### **Tropical Cyclones**

**Implementation of mitigation efforts will be accomplished through public education outreach programs, led primarily by Emergency Management, that focus on wind retrofits. Wind protection focuses on reducing the damage from wind by strengthening floors, foundations, and wall/floor**

attachments of existing structures. Some common techniques that help prevent internal structural damage include the use of storm shutters and shatterproof glass or windows that are rated for the design speed of the site. Improving the way roofs are attached to the walls (i.e. using gable and bracing on frame gables, nail patterns, roof sheathing, hurricane straps, etc.) can keep roofs from lifting up in hurricane force winds. Public education outreach programs regarding wind mitigation is a continuous process.

Enforcement of the county building code by the County and City permitting department. Ongoing efforts to support the enforcement of current best practices as the community continues to grow will be essential to reducing damage from future storms.

Identification and implementation of retrofit projects throughout the county. The focus will be on both public and private structures vulnerable to wind damage and the responsibility for project identification funding and execution will rest with the property owner. Grant programs such as the Flood Mitigation Assistance (FMA) and Hazard Mitigation Grant Program (HMGP) are federal programs that help fund local communities to eliminate or lessen the impacts from disasters. Additionally, there are state and federal funding sources that assist homeowners directly for wind mitigation.

## **Flood**

In order to minimize vulnerability and future losses to buildings, infrastructure, and critical facilities, due to floods, stringent building regulations are currently strictly enforced. The County's Floodplain Manager is charged with enforcing the municipal codes and ordinances, which focus on flood damage prevention and protection. Two critical items to highlight from the code is the ability to use the "best available data" and the substantial improvement rule. Currently, Pasco County, in a partnership with FEMA and the Southwest Florida Water Management District, prepared new Digital Flood Rate Insurance Map (D-FIRM). With the completion of the study phase of 22 watersheds, preliminary maps were prepared ahead of the LIDAR data being ready.

Mitigation efforts related to the County's repetitive loss properties include annual outreach to properties identified by NFIP and FEMA as repetitive loss or severe repetitive loss. Emergency Management maintains a list that contains a complete listing of each property, a map of each location, a listing of adjacent properties (repetitive loss areas located in Appendix D of this plan) and documented previous attempts at mitigation. Outreach to these properties includes a detailed description of flood prevention measures and contact information for both the Floodplain Coordinator and Mitigation Lead for Pasco County to ensure that consultations are available and contain the most relevant information.

To mitigate damages to existing structures, several independent public outreach programs will be implemented in order to educate the public on mitigation options. The first is targeted specifically to properties located in or near identified repetitive loss areas. This outreach will become part of the county's general Community Rating System (CRS) outreach and will be performed annually in combination with the repetitive loss property owner outreach program. The GIS mapping office, with assistance from the Emergency Management staff, developed a specific address/target list of properties based on the repetitive loss properties list. General public outreach will be conducted at county events, including Disaster Expos, and general presentations to community groups. Finally, an outreach is

planned specifically to target businesses and industry and will focus on mitigation (of existing structures) or prevention (when developing new structures).

In addition, the Public Works Department has identified and is working on several drainage improvements to help mitigate flood damages to neighborhoods throughout Pasco County. Timeframes for completion of flood mitigation projects will vary drastically. This is particularly true for privately owned residential mitigation projects, where local funding may not be available.

## **Coastal and Riverine Erosion**

As discussed in an earlier section of this plan, the effects of coastal erosion are limited to a small geographic location. The vulnerability of coastal erosion resulting from tropical storms and hurricanes is high and therefore the likelihood of coastal erosion is moderate or high depending on jurisdiction.

As future impacts change, participants in the LMSWG will be encouraged to complete their understanding of erosion risks in their areas to provide future mitigation initiatives.

## **Geological**

Sinkholes have occurred in almost every County in Florida. They cause structural damage to any nearby infrastructure. What starts as cracks in foundations and walls, can be early indicators of a possible sinkhole, which make a building unstable and dangerous. Pasco County continues to incorporate sinkhole awareness information about how sinkholes form, what the warning signs are, and what to do if a sinkhole develops into the public outreach. Furthermore, innovative ideas have stemmed from Emergency Management from the recent sinkhole response and can be identified in Appendix J.

## **Wildfire**

Wildfire mitigation will be implemented through coordination with the LMSWG and jurisdictional fire departments. This plan identifies wildfire occurrence rates, cause trends, and identifies risk communities countywide. This information is used to develop and prioritize mitigation plans based on the identified communities at risk and then helps to implement public wildfire prevention education programs and outreach. Furthermore, this plan provides enhanced wild land fire protection to Pasco County communities through wildfire prevention programs, fuel reduction and treatment projects, and improving wildfire suppression capabilities. Development of this plan is the result of a partnership between the State Division of Forestry and Pasco County Fire Rescue with support from Emergency Management and the LMS Working Group.

## **Severe Storms**

Strict enforcement of building code helps mitigate damages in the future housing stock from severe storms. Also, educational and awareness campaigns are other actions that assist in mitigating community buildings and residential structures from severe storms. Providing awareness for wind retrofit projects and hardening existing structures to current compliance codes is essential as the majority of Pasco County was built prior to the enhancement of building codes.

Educational and targeted outreach also consists of injury and fatality prevention in severe storms. Some programs address the dangers of lightning, use of weather radios, and the proper use of warning systems for severe storms. Pasco County produced an alert program for citizens and employees called “Alert Pasco” to assist with seeking shelter in timely situations.

## **Drought/Heat Wave**

Pasco County, as well as much of Florida, has experienced some sort of drought during the last five years. Local public education efforts by the county Utilities Department concerning water conservation have met with some success and were supported by the stringent watering schedules imposed by the Southwest Florida Water Management District. While there is little we can do today to create rain, there is much we can do to preserve existing resources and protect the aquifer.

## **Winter Storm/Freezes**

Freezes and other cold weather events generally occur in Pasco County between the months of November and February each year. Public education outreach will provide information to homeowners and agricultural landowners to help them plan ahead and prepare for cold weather in order to protect themselves, sensitive crops and livestock.

## **Cyber Incident**

Cyber awareness has increased over the past five year for not just Pasco County, but the United States. Pasco County has placed annual, mandatory cyber security trainings and refresher trainings for Pasco County employees because the majority of breach attempts are aimed at the government sector. Public outreach and education will also help provide citizens awareness and how they can further protect themselves and their family. In a world where technology and electronics continue to grow at a rapid pace, awareness is essential to protect personal information.

## **Hazardous Materials**

Mitigation of hazardous materials incidents includes techniques to reduce losses to emergency personnel, citizens, structures and the environment. These techniques include extensive training to personnel as well as notification and education of the public. The county participates on the regional Local Emergency Planning Committee (LEPC) which works together with other local governments, the private sector, and citizens to identify mitigation measures, projects and ensure the public's right to know under SARA Title III. There are no timeframes associated with this mitigation effort as it is constant and ongoing.

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## PROCESS FOR SUBMITTING AND PRIORITIZING PROJECTS

The individual or group presenting new projects are now required to use the Pasco County LMS Project Submission Form. This provides a standardized approach for all members, including representatives from Pasco County municipalities, the Tampa Bay Region, State Organizations, and private partners. This submission process provides greater detail on the project description, cost and cost effectiveness, its location, and how it relates back to the LMS goals. The detail is necessary to show awareness to the County on the LMS Project List in Appendix C. All properly submitted projects are prioritized by the working group using the Prioritization Point Scale for Mitigation Initiatives rubric system based on funding cycles.

Both the project submission form and the scoring sheet are included in Appendix G. After submission to the project list, initiatives are ranked for each funding cycle to ensure that the best funding sources are applied for. The Project Scoring Sheet allows members to rank each project on effectiveness, cost effectiveness, populations served and consistency within the plan.

An open discussion followed the implementation of this ranking system to address any issues or concerns. Upon review, the working group feels that prioritization and ranking will be conducted per funding source as each funding source has its own set of priorities. Currently, the prioritization system's scoring method is written to allow each project to comply with the funding sources provided.

When there is a "tie", two or more projects with equal ranking, the members of the working group were asked to decide which element had the most value in the county. Where possible, they were asked to vote on projects in an effort to break a tie.

At the conclusion, members were asked to collaborate and approve the final prioritization for mitigation projects and programs. Ranking will occur per funding source due to different criteria per grant requirements. The reader is advised that not all projects are ranked. There are various reasons for this, not the least of which is the submission of an incomplete application. Where additional information is still required, the project is not automatically dismissed, but every effort is made to provide technical assistance to the applicant in order that an application is ultimately completed and that it offers the project an opportunity to come to fruition.

## IMPLEMENTATION OF MITIGATION INITIATIVES

Public and private-sector coordination is vital for the long-term success of hazard mitigation. Increased educational awareness of the need for and importance of hazard mitigation can help to encourage home and business owners to retrofit their structures for improved protection. Hazard mitigation education is frequently provided by Emergency Management through outreach programs such as the Disaster Expo and presentations to homeowner or business groups prior to the annual hurricane season. These efforts are designed to encourage home and business owners to make preparations in advance of each hurricane season and will continue.

## **Mitigation Projects/Programs**

Appendix C identifies the current list of projects/programs included in the LMS. These can be funded through grant opportunities within Hazard Mitigation Assistance and other local, State, and Federal funding sources. The list developed includes information based on the project/program description, watershed location, responsible agency, project/program category, overview of funding sources, most relevant LMS goal and objective the project/program relates to, last update, and estimated costs.

Residential mitigation projects are included in the LMS project. The Hazard Mitigation Assistance (HMA) require the residential project to be adopted by the LMS Working Group and on the LMS Project List. The project titles and description will remain generic to adhere to the Privacy Act of 1974.

In addition to residential mitigation projects, retrofitting of critical facilities, drainage improvement projects, and generator projects are included in the LMS Project List. This comprehensive list will be analyzed by LMS Working Group and identify an additional funding opportunity to fund each project.

The availability of funding and the immediate priorities of the local government and municipalities will ultimately drive the selection of mitigation projects/programs for grant application submittal. The funding source, allocation, and priorities established by the grant program would determine if and when the mitigation projects/programs will be funded outside the regular local government budgetary process. The description of funding sources is based upon information currently available and does not preclude the consideration of other funding sources that are not identified here.

### **Identification and Analysis of Mitigation Initiatives: NFIP Compliance**

Pasco County and its municipalities participate in the National Flood Insurance Program (NFIP) and as described below, maintain their rating under the Community Rating System through various programs. As stated earlier, a full description of this process is documented in the County's Floodplain Management Plan.

Approximately 35% of the land within Pasco County is controlled by governmental entities. This public land allows for beautiful wooded hammocks and open vistas and is an important component to the recharging of the underground Floridian Aquifer that provides water for much of West Central Florida. Public lands also allow space for flood waters to accumulate and dissipate, thereby reducing the possibility of flooding to nearby residences. Maintaining these natural areas contributes to the high water quality and adequate water supply that we enjoy in Pasco County.

In 2004, heavy rains from back-to-back hurricanes caused flooding in previously undocumented areas of the County. Isolated flooding was also seen in historically flood prone areas of the County during the drier seasons of 2005 and 2006. Periodic flooding, both from storm surge and from inland pooling of water, can occur in all sections of Pasco County. Many areas of the County contain environmentally sensitive lands and wetlands. Dumping in, polluting, or otherwise

compromising these areas can place our water supply and natural areas at greater risk from flooding, which will certainly impact our developed areas.

The Pasco County Building Code and the NFIP regulations require that a structure must meet the same construction codes as a new building if the cost of reconstruction, rehabilitation, repairs, additions, or other improvements is equal to or more than 50% of the existing structure's market value. This includes all floors of the structure. Buildings that are substantially damaged must also be brought up to the same codes and standards. Each jurisdiction is responsible for assigning a floodplain coordinator or building official to maintain these requirements on the local level. After a disaster, maintaining compliance with the rule is an important aspect of responsible redevelopment, each agency's floodplain coordinator is responsible for setting documentation requirements.

Currently, Pasco County's Code of Ordinance establishes a stricter threshold of 49 percent to increase resiliency throughout the county. All municipalities currently adhere to the 50 percent rule as outlined above.

Due to the amount of development constructed within the floodplain, as well as an increase of stormwater runoff as a result of the overall increase of development, floodplain management has become an important component in protecting the well-being of the County's residents and property. To help decrease the vulnerability of flood damage for thousands of properties located within the coastal and floodplain areas, the County actively participates in the FEMA NFIPCRS.

In 1968, the US Congress created the NFIP to provide affordable flood insurance to people living in high risk flood areas, also known as Special Flood Hazard Areas. The NFIP is a self-sustaining program administered by a branch of FEMA. The program makes flood insurance available in communities that adopt and enforce floodplain management ordinances and regulations to reduce future flood damage (NFIP Communities).

Communities that participate in the NFIP adopt and enforce floodplain management programs in order to reduce future flood damage. In exchange, the NFIP provides federally backed flood insurance for property owners and renters in the participating communities. In addition to providing flood insurance and reducing flood damage through floodplain management regulations, the NFIP identifies and maps the nation's floodplains.

The NFIP has been successful in requiring new buildings to be protected from damage by a 100-year flood event. However, flood damage still results from more frequent, less intense, flooding episodes and from flooding in unmapped areas. Under the CRS, there is an incentive for communities to do more than just regulate construction of new buildings to minimum national standards. The CRS adjusts flood insurance premiums to reflect community activities that reduce flood damage to existing buildings, manage development in areas not mapped by the NFIP, protect new buildings beyond the minimum NFIP protection level, and help insurance agents obtain flood data and help residents obtain flood insurance.

The objective of the CRS is to reward communities that are doing more than meeting the minimum NFIP requirements to help their citizens prevent or reduce flood losses. The CRS also provides an incentive for communities to initiate new flood protection activities. The goal of the CRS is to encourage, by the use of flood insurance premium adjustments, community and State activities beyond those required by the National Flood Insurance Program to reduce flood losses by:

- Protecting public health and safety,
- Reducing damage to buildings and contents,
- Preventing increases in flood damage from new construction,
- Reducing the risk of erosion damage,
- Protecting natural and beneficial floodplain functions,
- Facilitating accurate insurance rating, and
- Promoting the awareness of flood insurance.

In addition to

Presently, all jurisdictions are active participants in the NFIP. According to FEMA, policy statistics in Figure 6.1:

**Figure 6.1**

Community Name (Number)	Policies in Force	Total Coverage
DADE CITY, CITY OF (120231)	44	\$ 12,166,000
NEW PORT RICHEY, CITY OF (120232)	1,223	\$ 290,093,000
PASCO COUNTY * (120230)	21,342	\$ 5,594,873,000
PORT RICHEY, CITY OF (120234)	857	\$ 214,764,000
SAN ANTONIO, CITY OF (120634)	6	\$ 1,581,000
ST. LEO, TOWN OF (120166)	1	\$ 350,000
ZEPHYRHILLS, CITY OF (120235)	176	\$ 54,423,000

Pasco County entered the NFIP in 1977 and the last community assistance visit was conducted on July 23, 2018. The County currently has a Class 6 rating under the CRS. To reiterate data shared earlier, there were 23,649 flood insurance policies in force countywide as of 01/31/2024. NFIP identified over 1100 repetitive loss properties in Pasco County that are discussed in detail in Appendix D. This report, and its inclusion in the LMS, is required for the community to maintain its CRS status.

As a Class 5 community, Pasco County's CRS participation allows NFIP policyholders to receive a 25% discount on their flood insurance premium which translates to approximately \$4 million in policy savings. According to the County's most recent recertification documentation, received in January 2020 the County performs activities related to the items for which it receives credit as follows:

Elevation Certificates	Repetitive Loss Area Outreach Project
Map Information Service	Floodplain Management Planning
Outreach Projects	Drainage System Maintenance
Flood Protection Information	Flood Protection Assistance
Higher Regulatory Standards	

To summarize, the county and its municipalities will continue their commitment to NFIP by continuing to:

- Enforce the Floodplain Management Ordinance which regulates new development and substantial improvements in the special flood hazard areas.
- Adopt NFIP minimum floodplain management criteria via local regulation
- Adopt the latest effective Flood Insurance Rate Map (FIRM)
- Maintain elevation certificates on file for all new construction in the SFHAs or for substantial improvements to properties in the SFHA.
- Use best available (flood map) data for issuing construction permits.
- Maintain public records and make them available for review.
- Maintain records pertaining to LOMAs, and LOMRs, etc.
- Provide information related to Flood Hazards, Flood Maps, etc., to the public upon request.
- Continue community outreach efforts for compliance with the Community Rating System program.
- Continue to promote Flood Insurance to property owners.
- Continue to update the public and enable their participation in the Flood Remapping Project.
- Maintain flood hazard publications at the main branch of the Library.
- Implement and enforce local floodplain management regulations to developments in the SFHA
- Appoint a designee or agency to implement the addressed commitments and requirements of the NFIP

- Where feasible, continue to identify/acquire land in the SFHA open space/preservation.
- Promote hazard flood mitigation to the public.
- Continue drainage maintenance and drainage system improvement projects.
- Continue Floodplain Management activities and target a Class 4 rating.

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## Funding Sources

A description of currently identified funding sources is provided below. The description includes an overview of the resource, eligibility criteria, type of assistance available, and a point of contact.

In addition to the funding sources for the mitigation projects/programs, there are additional programs available to citizens and homeowners to strengthen their homes and businesses through Florida Alliance for Safe Homes (FLASH), and NFIP.

FLASH is a partnership of the insurance industry, state and federal government as well as national not-for-profit groups. The program is targeted at educating consumers about disaster mitigation. This is a multimedia campaign aimed at helping Floridians make their families, homes, and communities better able to withstand hurricanes and other severe windstorms. The initiative includes a toll-free information line (1-877-221-SAFE), web site<sup>40</sup>, and television public service announcements concerning how to prepare for different hazards.

The NFIP provides flood insurance coverage for structures at risk in special flood hazard areas. The FDCA administers the NFIP in the state and provides technical assistance to local governments, residents and various building-trade groups on proper floodplain building and construction techniques. Insurance under the program is available only for loss due to flood. If floods damage a home or business, the NFIP may require the owner to meet certain building requirements to reduce flood damage. To help meet the costs associated with repairing or rebuilding, the NFIP grants policyholders up to \$30,000 through Increased Cost of Compliance Coverage to bring their home or business into current code compliance<sup>41</sup>.

There is a wealth of grant programs and various funding sources that can be used to fund identified mitigation projects. Figure 6.2 shows the funding sources list which is different programs that provide financial assistance to complete appropriately identified mitigation projects countywide. Figures 6.3 through Figure 6.28 describe each funding source in detail. Some programs on the list may no longer be in effect but are included because they have historically benefited Pasco County LMS Projects.

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<sup>40</sup> <http://www.flash.org/>

<sup>41</sup> <https://www.fema.gov/increased-cost-compliance-coverage>

**Figure 6.2**

**Funding Sources Index**

<b>Assistance to Firefighters Grant (Figure 6.3)</b>	<b>National Hurricane Program (Figure 6.16)</b>
<b>Buffer Zone Protection Program (Figure 6.4)</b>	Nonpoint Source Implementation Grants (Figure 6.17)
<b>Capitalization Grants for Clean Water State Revolving Funds (Figure 6.5)</b>	Outdoor Recreations-Acquisition; Development and Planning (Land and Water Conservation Fund) (Figure 6.18)
<b>Coastal Services Center Cooperative Agreements (Figure 6.6)</b>	Pollution Prevention Grants Program (Figure 6.19)
<b>Community Assistance Program-State (CAP-SSEE) (Figure 6.7)</b>	Building Resilient Infrastructure and Communities (BRIC) Program (Figure 6.20)
<b>Community Development Block Grant (Figure 6.8)</b>	Public Assistance (PA) (Figure 6.21)
<b>Emergency Management Preparedness and Assistance Trust Fund/Municipal Competitive Grant (Figure 6.9)</b>	Repetitive Flood Claims Program (Figure 6.22)
<b>Environmental Education Grant (Figure 6.10)</b>	Severe Repetitive Loss Program (Figure 6.23)
<b>Federal Highway Administration, Planning &amp; Environment, Intermodal and Statewide Programs (Figure 6.11)</b>	Special Economic Development and Adjustment Assistance Program-Sudden and Severe Economic Dislocation (SSED) and Long Term Economic Deterioration (LTED) (Figure 6.24)
<b>Flood Mitigation Assistance Program (FMA) (Figure 6.12)</b>	Transportation Equity Act for the 21 <sup>st</sup> Century, Surface Transportation Block Grant Program (Figure 6.25)
<b>Florida Communities Trust (FCT) (Figure 6.13)</b>	Water and Waste Disposal Loans and Grants (Figure 6.26)
<b>Hazard Mitigation Grant Program (HMGP) (Figure 6.14)</b>	Water Pollution Control (Figure 6.27)
<b>Hurricane Loss Mitigation Program (Figure 6.15)</b>	Watershed Protection and Flood Prevention (Figure 6.28)



**Funding Sources Detailed**

**Figure 6.3**

**Assistance to Firefighters Grant (Fire Prevention Safety Grant)<sup>42</sup>**

<b>Overview</b>	<b>Provide financial assistance to fire departments/non-affiliated EMS organizations to enhance their fire and related hazards capabilities and response needs. To support organizations lacking tools/resources necessary to effectively protect public health and safety and their response personnel with respect to fire and other hazards.</b>
<b>Eligibility</b>	Fire departments, non-affiliated EMS organizations, public or PNP that have a formal arrangement to provide fire suppression or EMS, operating in the 50 States, District of Columbia, and US territory, to a population within a fixed geographical area on a first-due basis, but is not affiliated with a hospital and does not serve a geographical area where EMS is adequately provided by a fire department.
<b>Assistance Provided</b>	This program has no statutory formula. However, federal cost shares are based on populations as follows: over 50,000, a 20% share, 20,000-50,000, a 10% share and under 20,000, a 5% share. Also, a maintenance effort is applied to ensure that federal funds are used to supplement, not supplant existing programs.
<b>Contacts</b>	Department of Homeland Security, Preparedness Directorate 245 Murray Lane, Bldg. 410, Washington, DC 20528

**Figure 6.4**

**Buffer Zone Protection Program<sup>43</sup>**

<b>Overview</b>	<b>The Buffer Zone Protection Program (BZPP) supports the DHS’s focus on infrastructure protection. It is intended to strengthen the critical infrastructure against risks associated with terrorist attacks by: 1. Identifying significant assets at the terrorist targeted site(s). 2. Identifying specific threats and vulnerabilities associated with the site(s) and its assets. 3. Developing a buffer zone extending outward from the facility in which preventive measures can be employed. 4. Identifying applicable LE jurisdictions and other Federal, State and local agencies having a role in the prevention of, protection against, and response to terrorist threats or attacks specific to the CI/KR site(s) and points of contact within these organizations. 5. Evaluating the capabilities of the jurisdictions with respect to terrorism prevention and response. 6. Identifying specific planning, equipment, training, and exercise requirements that better enable jurisdictions to mitigate threats and vulnerabilities of the site(s) and its buffer zone.</b>
<b>Eligibility</b>	Through the BZPP, DHS continues to focus resources to reduce the risk associated with the highest priority CI/KR assets across targeted sectors, including: Highest consequence chemical, nuclear, liquefied natural gas facilities Critical water/wastewater systems and higher consequence dams Transportation system critical nodes, select food and agriculture facilities Critical telecommunications, banking, finance, public health and healthcare facilities
<b>Assistance Provided</b>	No cash or in-kind cost share for required for BZPP funds, but may change.
<b>Contacts</b>	Department of Homeland Security, Grant Programs Directorate Control Desk, 4 <sup>th</sup> Floor 500 C Street SW, Washington, DC 20472

<sup>42</sup> <https://www.fema.gov/welcome-assistance-firefighters-grant-program>

<sup>43</sup> <https://www.fema.gov/media-library/assets/documents/20601>

**Figure 6.5**

**Capitalization Grants for Clean Water State Revolving Funds<sup>44</sup>**

<b>Overview</b>	EPA awards grants to States to capitalize their Clean Water State Revolving Funds (SRF). The States make loans for high priority water quality activities. As loan recipients make payments back into the fund, money is available for new loans to be issued to other recipients. Previously used to build wastewater treatment facilities, loans are now used increasingly for other water quality management activities, including: 1. agricultural, rural and urban runoff control; 2. Estuary improvement; 3. Wet weather flow control, including stormwater and sewer overflows; 4. Alternative wastewater treatment technologies; and 5. Non-traditional projects such as landfills and riparian buffers.
<b>Eligibility</b>	Grant funds available to States, Puerto Rico, Territories, District of Columbia and Indian Tribes can receive project grants from either EPA or Indian Health Service. States lend money to municipalities, communities, citizens' groups; nonprofit organizations; and private citizens implementing NPS and estuary management activities (provided for in State plans developed under CES Sections 319 and 320).
<b>Assistance Provided</b>	Loans provided by States to eligible recipients, 20% State match is required.
<b>Contacts</b>	U.S. Environmental Protection Agency, Office of Wastewater Management SRF Branch, Municipal Support Division (4204) 401 M Street SW, Washington, D.C. 20460

**Figure 6.6**

**Coastal Services Center Cooperative Agreements<sup>45</sup>**

<b>Overview</b>	The Coastal Services Center supports projects aimed at developing creative science-based solutions to coastal management issues that will allow maintenance or improvement of natural resources while also allowing for economic growth. The Center will support activities in the following program areas: Landscape Characterization and Restoration; the Coastal Change Analysis Program; Coastal Remote Sensing; Integration and Development; the administration of the Coastal Management Fellowship program; training and meeting facilitation; and Special Projects.
<b>Eligibility</b>	State and local governments, public nonprofit organizations, other public institutions/organizations.
<b>Assistance Provided</b>	Project Grants (Cooperative Agreements).
<b>Contacts</b>	Department of Commerce, National Oceanic and Atmospheric Administration National Ocean Service, Coastal Services Center 2234 South Hobson Avenue Charleston, SC 29405

**Figure 6.7**

**Community Assistance Program-State (CAP-SSSE)<sup>46</sup>**

<b>Overview</b>	The CAP-SSSE is intended to identify, prevent and resolve floodplain management issues before they require enforcement action. FEMA annually informs each State of its eligibility to participate in the SSSE under notification separate from the solicitation package with the Cooperative Agreement Performance Partnership Agreement (PPA) Package. The SSSE is administered through the Mitigation Division of each FEMA Regional Office. The CAP-SSSE is a product-oriented program related to the NFIP flood loss reduction objectives.
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<sup>44</sup> <https://www.epa.gov/cwsrf>

<sup>45</sup> <https://coast.noaa.gov/funding/links.html>

<sup>46</sup> <https://www.fema.gov/community-assistance-program-state-support-services-element>

<b>Eligibility</b>	States and Indian Tribes.
<b>Assistance Provided</b>	Individual grants are awarded based on requests. States are required to provide a 25% match.
<b>Contacts</b>	FEMA, Mitigation Directorate 500 C Street SW, Washington, DC 20472

**Figure 6.8**

**Community Development Block Grants (CDBG)<sup>47</sup>**

<b>Overview</b>	The Community Development Block Grants (CDBG) provide for long-term needs, such as acquisition, rehabilitation, or reconstruction of damaged properties and facilities and redevelopment of disaster-affected areas. Funds may also be used for emergency response activities, such as debris clearance and demolition, extraordinary increases in the level of necessary public services. Eligible projects include the following: <b>Voluntary acquisition, or if appropriate, elevation of storm damaged structures;</b> <b>Relocation payments for displaced people and businesses;</b> <b>Rehabilitation or reconstruction of residential and commercial buildings;</b> <b>Assistance to help people buy homes, including down payment assistance and interest rate subsidies; and</b> <b>Improvements to public sewer and water facilities.</b>
<b>Eligibility</b>	State governments that have elected to administer CDBG funds for non-entitlement communities. States with designated major disaster areas may receive statutory and regulatory waivers of program requirements regarding the use of regular CDBG funds which recipients designate to address the damage.
<b>Assistance Provided</b>	Formula grants to States for non-entitlement communities. Additional grants are not available unless emergency supplemental CDBG funds are appropriated.
<b>Contacts</b>	Department of Housing and Urban Development Community Planning and Development 451 7 <sup>th</sup> Street SW, Washington, DC 20410

**Figure 6.9**

**Emergency Management Preparedness and Assistance Trust Fund/Municipal Competitive Grant Program<sup>48</sup>**

<b>Overview</b>	The EMPA provides competitive grants to state, regional, local governments, and PNP organizations to implement projects that will further state and local emergency management objectives. The Municipal Competitive Grant Program provides competitive grants to municipalities that are legally constituted, have an authorized, established, and maintained emergency management program, and have signed the Statewide Mutual Aid Agreement (SMAA). For both programs, applications are accepted in the following categories: <b>Projects promoting public education on preparedness and recovery issues.</b> <b>Projects enhancing coordination of relief efforts of statewide private sector organizations, including public-private business partnership efforts.</b> <b>Projects to improve training and operations capabilities of agencies assigned lead or support responsibilities in the State CEMP.</b> <b>Other projects that will further state and local emergency management objectives which have been designed by the State of Florida as priorities in the applicable Notice of Fund Availability.</b>
<b>Eligibility</b>	State, regional agencies, local governments, and PNPs may submit multiple proposals to implement projects that will further state and local emergency management objectives; no

<sup>47</sup> [https://www.hud.gov/program\\_offices/comm\\_planning/communitydevelopment/programs](https://www.hud.gov/program_offices/comm_planning/communitydevelopment/programs)

<sup>48</sup> <https://www.floridadisaster.org/dem/preparedness/grants-unit/>

	individual proposal may exceed \$300,000. Each Municipal EM program may apply for one competitive grant not to exceed \$50,000 in requested grant funds.
<b>Assistance Provided</b>	Project grants.
<b>Contacts</b>	Emergency Management Preparedness and Assistance Trust Fund Program Division of Emergency Management 2555 Shumard Oak Blvd, Tallahassee, FL 32399

**Figure 6.10**

**Environmental Education Grant<sup>49</sup>**

<b>Overview</b>	<b>This grant provides financial support for projects that design, demonstrate or disseminate environmental education projects, methods or techniques. Projects must focus on one of the following: 1.) improving environmental education teaching skills; 2.) educating teachers, students or the public about human health problems; 3.) building State, local, Tribal government capacity to develop environmental education programs; 4.) educating communities through community-based organizations; or 5.) educating public through print, broadcast or other media.</b>
<b>Eligibility</b>	Local, Tribal or State education agencies, colleges and universities, non-profit organizations, State environmental agencies, and non-commercial education broadcasting agencies.
<b>Assistance Provided</b>	Project grants (up to \$25,000 regionally; \$25,000 to \$250,000 nationally) Non-Federal government match of 25% required.
<b>Contacts</b>	U.S. Environmental Protection Agency Office of Environmental Education 401 M Street SW, Washington, DC 20460

**Figure 6.11**

**Federal Highway Administration, Planning & Environment, Intermodal and Statewide Programs<sup>50</sup>**

<b>Overview</b>	<b>The intent of the Federal Highway Administration (FHA) Intermodal and Statewide Programs is the expeditious development and management of high quality feasibility studies with FHA funds. Within the context of Title 23 U.S.C. or in 23 CFR guidelines, the meaning of feasibility has the following parts:</b> <b>The degree to which a given alternative mode, management strategy, designs or location is economically justified.</b> <b>The degree to which such an alternative is considered preferable from an environmental or social perspective.</b> <b>The degree to which eventual construction and operation of such an alternative can be financed and managed.</b>
<b>Eligibility</b>	Public or private, profit or non-profit entities or individuals, Local government agencies, Universities, colleges, technical schools, institutes.
<b>Assistance Provided</b>	Project grants (cooperative agreements). Matching funds may be required.
<b>Contacts</b>	U.S. Department of Transportation, Federal Highway Administration, ISTEPA 400 7 <sup>th</sup> Street SW, Washington, DC 20590

<sup>49</sup> <https://www.epa.gov/education/environmental-education-ee-grants>

<sup>50</sup> <https://www.fhwa.dot.gov/hep/index.cfm>

**Figure 6.12**

**Flood Mitigation Assistance Program (FMA)<sup>51</sup>**

<b>Overview</b>	The Flood Mitigation Assistance (FMA) Program helps States and communities identify and implement measures to reduce or eliminate the long-term risk of flood damage to homes and other structures insurable under the National Flood Insurance Program (NFIP). Projects may include: 1.) elevation, relocation or demolition of insured structures; acquisition of insured structures and property; 2.) dry flood proofing of insured structures; 3.) minor, localized structural projects that are not fundable by State or other Federal programs (e.g. erosion-control and drainage improvements), and 4.) beach nourishment activities such as planting of dune grass.
<b>Eligibility</b>	State agencies, participating NFIP communities, or qualified local organizations. Communities that have been suspended from the NFIP are not eligible.
<b>Assistance Provided</b>	Planning grants to assist communities with the development of Flood Mitigation Plans (assessment of flood risk and identification of actions needed to reduce risk). Project grants for the implementation of measures to reduce flood losses.
<b>Contacts</b>	FEMA Mitigation Directorate 500 C Street SW, Washington, DC 20472

**Figure 6.13**

**Florida Communities Trust (FCT)<sup>52</sup>**

<b>Overview</b>	This grant program facilitates the purchase of lands for conservation and/or recreation purposes by local governments. This land acquisition program helps to implement conservation, recreation, open space, and coastal elements of local comprehensive plans. The Board of Florida Communities Trust has latitude to consider innovative financing arrangements, loans, and land swaps. However, most of the Trust's funding is for land acquisition. Land acquisition projects in which matching funds are available will receive more favorable consideration, although a portion of available funds may be awarded on outright grants.
<b>Eligibility</b>	States and Tribes.
<b>Assistance Provided</b>	Individual grants are awarded based on requests.
<b>Contacts</b>	Florida Communities Trust 2555 Shumard Oaks Blvd, Tallahassee, FL 32399

**Figure 6.14**

**Hazard Mitigation Grant Program (HMGP)<sup>53</sup>**

<b>Overview</b>	Program assists States and communities implementation of long-term hazard mitigation measures following a major disaster declaration. The program's objectives are to prevent or reduce the loss of life and property from natural hazards, to implement State or Local Mitigation Strategies, to enable mitigation measures to be implemented during recovery from a disaster and to provide funding for previously identified mitigation measures benefitting the disaster area. Eligible projects include: elevation, relocation, acquisition or demolition of structures that will reduce future losses and retrofitting of critical facilities. Examples of eligible projects include: Structure hazard control or protection such as storm water control facilities; retrofitting of critical facilities such as flood proofing or installation
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<sup>51</sup> <https://www.fema.gov/flood-mitigation-assistance-grant-program>

<sup>52</sup> <https://floridadep.gov/lands/land-and-recreation-grants/content/florida-communities-trust-home>

<sup>53</sup> <https://www.fema.gov/hazard-mitigation-grant-program>

	<b>of hurricane shutters; property acquisition, relocation and elevation to protect structures from future damage; small scale drainage improvements to existing drainage facilities; and other small scale flood protection measures to critical facilities.</b>
<b>Eligibility</b>	State, local governments, certain private non-profit organizations or institutions, and Indian tribes or authorized Tribal organizations and Alaskan Native villages or organizations. Project must be in a declared disaster area (by the President).
<b>Assistance Provided</b>	Project grant (match of funds or in-kind services required). FEMA can fund up to 75% of total eligible costs (50% if disaster was declared prior to 6/10/1993).
<b>Contacts</b>	FEMA Mitigation Directorate 500 C Street SW, Washington, DC 20472

**Figure 6.15**

**Hurricane Loss Mitigation Program**

<b>Overview</b>	<b>The Residential Construction Mitigation Program (RCMP) receives \$7 million annually from the Florida Hurricane Catastrophe Trust Fund.</b>
<b>Eligibility</b>	State, regional agencies, local governments and private non-profits/for project organizations.
<b>Assistance Provided</b>	Competitive grants to implement projects furthering RCMP’s statutory objectives.
<b>Contacts</b>	Florida Division of Emergency Management 2555 Shumard Oak Boulevard, Tallahassee, FL 32399

**Figure 6.16**

**National Hurricane Program<sup>54</sup>**

<b>Overview</b>	<b>This program provides state and local assistance; property protection; hazard identification and evacuation studies; post storm analysis; training and exercises; and public awareness and education campaigns, and materials to support State and local activities. The intent is to significantly reduce the loss of life, property, economic disruption and disaster assistance costs resulting from hurricanes.</b>
<b>Eligibility</b>	Several states, including Florida
<b>Assistance Provided</b>	Individual grants are awarded based on requests, States are required to provide a 25% match.
<b>Contacts</b>	FEMA Mitigation Directorate 500 C Street SW, Washington, DC 20472

**Figure 6.17**

**Nonpoint Source Implementation Grants<sup>55</sup>**

<b>Overview</b>	<b>The 319 program provides formula grants to the States to implement Nonpoint source projects and programs in accordance with Section 319 of the Clean Water Act. Examples of previously funded projects include best management practices (BMPs) installation for animal waste, design and implementation of BMP systems for stream, lake and estuary watersheds; basin-wide landowner education program; and lake projects previously funded under the CWA Section 314 Clean Lakes Program.</b>
<b>Eligibility</b>	States and Indian Tribes.

<sup>54</sup> [https://www.fema.gov/pdf/rebuild/national\\_hurricane\\_program\\_fs\\_july\\_2006.pdf](https://www.fema.gov/pdf/rebuild/national_hurricane_program_fs_july_2006.pdf)

<sup>55</sup> <https://www.epa.gov/nps/319-grant-program-states-and-territories>

<b>Assistance Provided</b>	Formula grants are awarded to a lead agency in each State. States/local organizations are required to provide 40% of total project or program cost.
<b>Contacts</b>	U.S. Environmental Protection Agency Office of Wetlands, Oceans and Watersheds Assessment and Watershed Protection Division, Nonpoint Source Control Branch 401 M Street SW, Washington, DC 20460

**Figure 6.18**

**Outdoor Recreation Acquisition, Development and Planning<sup>56</sup>**

<b>Overview</b>	This grant program provides financial assistance to the States and their political subdivisions for the preparation of Statewide Comprehensive Outdoor Recreation Plans (SCORPs) and acquisition and development of outdoor recreation areas and facilities for the general public, to meet current and future needs. Acquisition and development grants may be used for a wide range of outdoor recreation projects, such as picnic areas, inner city parks, campgrounds, tennis courts, boat launching ramps, bike trails, outdoor swimming pools, and support facilities such as roads, water supply, etc. Facilities must be open to the general public and not limited to special groups. Development of basic, rather than elaborate facilities is favored. Fund monies are not available for the operation and maintenance of these facilities.
<b>Eligibility</b>	States and Indian Tribes.
<b>Assistance Provided</b>	Individual grants are awarded based on requests.
<b>Contacts</b>	Department of the Interior Recreation Grants National Park Service

**Figure 6.19**

**Pollution Prevention Grants Program<sup>57</sup>**

<b>Overview</b>	This grant program provides project grants to States to implement pollution prevention projects. The grant program is focused on institutionalizing multimedia pollution (air, water & land) prevention as an environmental management priority, establishing prevention goals, providing direct technical assistance to businesses, conducting outreach, and collecting and analyzing data.
<b>Eligibility</b>	States and Indian Tribes.
<b>Assistance Provided</b>	Individual grants are awarded based on requests. States are required to provide at least 50% of total project costs.
<b>Contacts</b>	U.S. Environmental Protection Agency Office of Pollution Prevention and Toxics Pollution Prevention Division 401 M Street SW Washington, DC 20460

<sup>56</sup> <https://www.nal.usda.gov/ric/15916>

<sup>57</sup> <https://www.epa.gov/p2/grant-programs-pollution-prevention>

**Figure 6.20**

**Building Resilient Infrastructure and Communities (BRIC)<sup>58</sup>**

<b>Overview</b>	The purpose of the Building Resilient Infrastructure and Communities is to assist communities to implement hazard mitigation programs designed to reduce overall risk to the population and structures before the next disaster occurs. Mitigation projects that primarily focus on natural hazards are eligible, with a focus on building resiliency and nature-based solutions.
<b>Eligibility</b>	State agencies; Federally recognized Indian Tribal governments, and local governments. Private non-profit organizations are not eligible to apply; except through a local government application for proposed activities on their behalf. All applicants must be participants in the NFIP if they have been identified through the NFIP as having a Special Flood Hazard Area. In addition, the community must be in good standing with the NFIP and participating in their respective county's Local Mitigation Strategy (LMS).
<b>Assistance Provided</b>	Grants provided to assist communities to implement hazard mitigation programs to reduce overall risk to the population and structures before the next disaster occurs. 25% State match is required.
<b>Contacts</b>	Division of Emergency Management Bureau of Recovery and Mitigation 2555 Shumard Oak Boulevard, Tallahassee, FL 32399

**Figure 6.21**

**Public Assistance (PA) Grant Program<sup>59</sup>**

<b>Overview</b>	This grant program provides supplemental assistance to States, local governments, and certain private non-profit organizations to alleviate suffering and hardship resulting from major disasters or emergencies declared by the President. Grants can be used to clear debris; apply emergency protective measures to preserve life and property in response to the declared event; and repair or replace damaged structures, such as buildings, utilities, roads and bridges, water-control facilities and recreational facilities.
<b>Eligibility</b>	States, Indian Tribes, and local governments. Also, eligible are PNPs that operate educational, utility, emergency or medical facilities, provide custodial care or essential services of a governmental nature to the public.
<b>Assistance Provided</b>	Individual grants are awarded based on requests. States are required to provide a 25% match.
<b>Contacts</b>	FEMA Infrastructure Support Division Response and Recovery Directorate 500 C Street SW, Washington, DC 20472

**Figure 6.22**

**Repetitive Flood Claims Program<sup>60</sup>**

<b>Overview</b>	The Repetitive Flood Claims (RFC) grant program was authorized by the Bunning-Bereuter-Blumenauer Flood Insurance Reform Act of 2004, which amended the National Flood Insurance Act (NFIA) of 1968. The Biggert Waters Flood Insurance Reform Act of 2012 eliminated the RFC program. The program details are to remain in the LMS to allow for reference to previously completed RFC projects.
<b>Eligibility</b>	State agencies, Local and Tribal Governments that participate in the NFIP communities and are in good standing.

<sup>58</sup> <https://www.fema.gov/grants/mitigation/building-resilient-infrastructure-communities>

<sup>59</sup> <https://www.fema.gov/public-assistance-local-state-tribal-and-non-profit>

<sup>60</sup> <https://www.fema.gov/repetitive-flood-claims-program>



<b>Assistance Provided</b>	Project grants for the implementation of measures to reduce flood losses.
<b>Contacts</b>	FEMA Mitigation Directorate 500 C Street SW, Washington, DC 20472

**Figure 6.23**

Severe Repetitive Loss Program<sup>61</sup>

<b>Overview</b>	The Severe Repetitive Loss (SRL) grant program was authorized by the Bunning-Bereuter-Blumenauer Flood Insurance Reform Act of 2004, which amended the National Flood Insurance Act of 1968 to provide funding to reduce or eliminate the long-term risk of flood damage to severe repetitive loss (SRL) structures insured under the National Flood Insurance Program (NFIP). The Biggert Waters Flood Insurance Reform Act of 2012 eliminated the SRL program. The program details are to remain in the LMS to allow for reference previously completed SRL projects.
<b>Eligibility</b>	State agencies, local and tribal governments that participate in the NFIP communities and are in good standing.
<b>Assistance Provided</b>	Project grants for the implementation of measures to reduce flood losses.
<b>Contacts</b>	FEMA Mitigation Directorate 500 C Street SW, Washington, DC 20472

**Figure 6.24**

Special Economic Development and Adjustment Assistance Program: Sudden and Severe Economic Dislocation (SSED) and Long Term Economic Deterioration (LTED)<sup>62</sup>

<b>Overview</b>	The EAPG assists State and local areas in the development and/or implementation of strategies designed to address structural economic adjustment problems resulting from sudden and severe economic dislocation such as plant closings, military base closures and defense contract cutbacks, and natural disasters (SSED), or from long-term economic deterioration in the area's economy (LTED). Grants may be made to develop and Economic Adjustment Strategy or to implement such strategies. Grants may be made for the construction of public facilities, business development and financing (including revolving loan funds), technical assistance, training or any other activity that addresses the economic adjustment problem.
<b>Eligibility</b>	States, cities, counties or other political subdivisions, consortia of such political subdivisions, public or PNPs representing redevelopment areas designated under the Public Works and Economic Development Act of 1965, Economic Development Districts established under Title IV of the Act, Indian Tribes. Geographic areas, which meet either LTED and/or SSED eligibility criteria. LTED eligibility determined by: 1.) Very high unemployment; 2.) low per capita income; and 3.) chronic distress. For SSED eligibility, the economic dislocation must exceed certain job loss thresholds for the area.
<b>Assistance Provided</b>	Project grants.
<b>Contacts</b>	Department of Commerce Economic Adjustment Division Economic Development Administration Room H7327, Herbert C. Hoover Building, Washington, DC 20230

<sup>61</sup> <https://www.fema.gov/media-library/collections/14>

<sup>62</sup> <https://www.eda.gov/funding-opportunities/>

**Figure 6.25**

**Transportation Equity Act for the 21<sup>st</sup> Century, Surface Transportation Block Grant Program<sup>63</sup>**

<b>Overview</b>	Surface Transportation Program (STP) funds may be used by State and local governments for any roads (including the National Highway System) that are not functionally classified as local or rural minor collectors. Each State sets aside 10% of STP funds for transportation enhancements, which can include water related projects, such as wetland mitigation and implementation of control technologies to prevent polluted highway runoff from reaching surface water bodies. Other transportation enhancements include landscaping and other scenic beautification, pedestrian and bicycle trails, archaeological planning and research, preservation of abandoned railway corridors, historic preservation, sidewalk modifications to comply with ADA, natural habitat or wetland mitigation efforts, Intelligent Transportation System (ITS) capital improvements and environmental/pollution abatement projects.
<b>Eligibility</b>	Public or private, profit or non-profit entities or individuals, local government agencies, Universities, colleges, technical schools or institutes.
<b>Assistance Provided</b>	Project grants (cooperative agreements), matching funds may be required.
<b>Contacts</b>	U.S. Department of Transportation Federal Highway Administration 400 7 <sup>th</sup> Street SW, Washington, DC 20590

**Figure 6.26**

**Water and Waste Disposal Loans and Grants<sup>64</sup>**

<b>Overview</b>	This program provides water and waste disposal facilities and services to low income rural communities whose residents face significant health risks. Funds may be used for 100% construction costs to construct, enlarge, extend, or otherwise improve a community water or sewer system; extend service lines and connect individual residences to a system. The program allows applicants to make grants directly to individuals to extend service lines, connect resident's plumbing to system, pay reasonable charges and fees for connecting to system, installation of plumbing and related fixtures, and construction in dwelling of a bathroom.
<b>Eligibility</b>	Local governments, Indian Tribes and non-profit associations.
<b>Assistance Provided</b>	Individual grants are awarded based on requests.
<b>Contacts</b>	U.S. Department of Agriculture Rural Utilities Service, Water Programs 1400 Independence Avenue SW, Washington, DC 20250

**Figure 6.27**

**Water Pollution Control Program Grants<sup>65</sup>**

<b>Overview</b>	This program assists in the establishment and maintenance of adequate measures for prevention and control of surface and ground water pollution. The program provides broad support for the prevention and abatement of surface and ground water pollution from point and non-point sources including water quality planning, monitoring, water quality
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<sup>63</sup> <https://www.fhwa.dot.gov/specialfunding/stp/>

<sup>64</sup> <https://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program>

<sup>65</sup> <https://www.epa.gov/water-pollution-control-section-106-grants/tribal-grants-under-section-106-clean-water-act>

	<b>standards, assessments, permitting, pollution control studies, planning, surveillance and enforcement; advice and assistance to local agencies; training; and public information. Funds cannot be used for construction, operation, or maintenance of waste treatment plants, nor can they be used for costs financed by other Federal grants.</b>
<b>Eligibility</b>	States, Indian Tribes and interstate agencies for establishing and maintaining adequate measures for prevention and control of surface and ground water pollution.
<b>Assistance Provided</b>	Individual grants are awarded based on requests.
<b>Contacts</b>	U.S. Environmental Protection Agency Office of Pollution Prevention and Toxics Pollution Prevention Division 401 M Street SW, Washington, DC 20460

**Figure 6.28**

**Watershed Protection and Flood Prevention Operations Program<sup>66</sup>**

<b>Overview</b>	<b>This program works through local government sponsors and helps participants solve natural resource and related economic problems on a watershed basis. Projects include watershed protection, flood prevention, erosion and sediment control, water supply, water quality, fish and wildlife habitat enhancement, wetlands creation and restoration, and public recreation in watersheds of 250,000 or fewer acres. Technical and financial assistance is available for installation of works of improvement to protect, develop, and utilize the land and water resources in small watersheds.</b>
<b>Eligibility</b>	State agency, county, municipality, township, soil and water conservation district, flood prevention or flood control district, Indian Tribe or Tribal organization, or PNP with authority to execute operate watershed improvement works.
<b>Assistance Provided</b>	Cost-sharing (funds cover 100% of flood prevention construction costs; 50% of construction costs related to agricultural water management, recreation and fish and wildlife; and none of the costs for other municipal and industrial water management). Technical assistance and counseling.
<b>Contact</b>	Local or State Natural Resources Conservation Service Department of Agriculture Natural Resources Conservation Service P.O. Box 2890, Washington, DC 20013

<sup>66</sup>

[https://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/programs/landscape/wfpo/?cid=nrcs143\\_008271](https://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/programs/landscape/wfpo/?cid=nrcs143_008271)

## VII. PLAN MAINTENANCE

This plan will be monitored, evaluated and updated as needed to meet the changing needs of the community. To do so, the LMS Working Group will convene quarterly to review and revise as necessary under the following circumstances:

- Annually in the month of January, or
- When actual events substantially alter or negate parts of the strategy, or
- At the request of a member of the LMS Working Group; or
- At the request of a municipality or the local government.

All meetings will be preceded by one or all of the following forms of invitation to the working group members, municipalities, private and public non-profits, businesses, general public and any other interested parties: email, press release, advertisement in the local newspaper, posting on the County's official calendar website.

In addition, Emergency Management will annually solicit input from all working group members in order to prepare an annual progress report that accurately reflects the status of the LMS Working Group and its projects. The progress report will be presented to Florida Division of Emergency Management on behalf of Pasco County. In addition, all meeting information will be posted on the Emergency Management website. It will include but is not limited to the agenda and meeting minutes for each meeting held. At a minimum, the following items will be reviewed to assess the status of the plan:

- **Relevance/Applicability:** Does the plan continue to be relevant to the community's goals?
- **Usefulness/Benefits/Value:** Does the plan continue to be useful, provide benefits to the community and continue to have value to the residents of Pasco County?
- **Progress:** Is progress being made towards completion of plan goals and mitigation projects?
- **Participation:** Is there sufficient community involvement in the LMS process or does outreach need to be conducted?

The schedule/guide for the annual update is seen in Figure 7.1:

**Figure 7.1 Annual Update Guide**

<b>Monthly Milestones</b>	<b>Action</b>
<b>April</b>	Solicit input for an update. Review plan, criteria and input received, prepare draft.
<b>July</b>	Public meeting to provide update in mitigation activities and modify report as appropriate.
<b>August</b>	Finalize report, submit for review to LMS Working Group and public.
<b>October</b>	Conduct an LMS Working Group meeting to approve or deny update
<b>January</b>	Conduct an LMS Annual Update Meeting to summarize all changes, project status updates/retires, grant updates, project submissions, and membership updates for the calendar year. Submit the annual update to FDEM after this meeting commences.

Every 5 years, the LMS Working Group will complete an intensive review and update to the LMS. This updated plan will be submitted and reviewed by FDEM and FEMA for approval. Post approval, the plan will be presented to the Board of County Commissioners and the municipalities of New Port Richey, Port Richey, Zephyrhills, Dade City, San Antonio, and St. Leo. The newly adopted plan will be posted on the Emergency Management website. The schedule/guide to complete the 5 year update is seen in Figure 7.2.

**Figure 7.2 5-Year Update Guide**

<b>Time from Due Date</b>	<b>Action</b>
<b>T-18 months</b>	First public meeting and formation of different subcommittees, begin data collection and research for the risk analysis.
<b>T-12 months to 7 months</b>	Public meetings, task assignments, plan updates, complete draft.
<b>T-6 months</b>	Final public meeting, plan approval by LMS Working Group, submit plan to State of Florida for review.
<b>T-6 months to 3 months</b>	Make revisions if necessary.
<b>T-3 months</b>	Submit to FEMA for review.
<b>Target due date</b>	Receive FEMA approval.
<b>T+2 months</b>	Board of County Commissioners and Municipalities for adoption process.

The plan will be reviewed by Emergency Management in partnership with the following: the County’s Zoning, Planning, Engineering, the Cities of New Port Richey, Port Richey, Zephyrhills, Dade City, San Antonio, St. Leo, subcommittees consisting of appropriate members from the LMS Working Group, and the general public. This process will require members to provide detailed information concerning their projects, ordinances, progress and programs. Emergency Management will compile the collected information which will be presented to the entire LMS Working Group and the public at various meetings for comment and approval. The review will be accomplished by public notices and published meeting information.

Public participation will be essential to producing a quality program for the County and the municipalities to implement. It is anticipated that notices will be placed in newspapers, public meeting places, libraries, and the County website to encourage participation in the process. It is also the intent of the members to personally encourage participation through public speaking engagements.

It is also recommended that the overall five-year update advises on changes in development for Pasco County. Since the previous update in 2019, Pasco County continues to grow rapidly. The majority of the development has been through rejuvenation efforts of existing neighborhoods and commercial building along our major thoroughfares, specifically U.S. 19, State Road 54, and Ridge Road. The most recent and notable neighborhood development is the Bexley communities, Briar Oaks, Lakeside Estates, Epperson, and Starkey Ranch communities. The most notable developments from a commercial/infrastructure perspective includes AdventHealth ER Central Pasco (opened in January 2018), Florida Hospital Center Ice (opened in January of 2017), the Tampa Premium Outlets (opened in 2015), and the planned Wiregrass Sport Complex. The newly

developed and rejuvenated residential and commercial structures are reflected in the revised Hazard Identification Risk Assessments completed in Section II of this LMS.

Upon final approval of the plan by FDEM and FEMA, the LMS will be presented to the Pasco County Board of County Commissioners.

### **Incorporation into Existing Planning Mechanisms**

The County's LMS is incorporated into existing planning mechanisms as follows:

The Central Permitting section of the Building department enforces the Building Code Ordinance. The code has specific criteria related to both wind and flood mitigation. At the point of permitting, enforcement of the Code supports the mitigation strategy.

The Stormwater Management department manages the Floodplain Management Plan. The FMP is a broad planning document that focuses specifically on a mitigation strategy related to repetitive loss properties and flood mitigation in general throughout the entire County.

The Planning Department has a mechanism in place to identify the potential impact to shelters related to any new developments within the evacuation zones. A process is in place whereby developers must either address evacuation concerns or work with Emergency Management officials to develop mitigation plans or contribute financially to mitigation efforts.

Information from the current LMS, specifically which is contained within the Risk Assessment section, will be compared against the existing Comprehensive Emergency Management Plan (CEMP). This information will inform the update of the CEMP in 2025.

Each of these plans, processes, procedures and ordinances are therefore incorporated by reference to this LMS. Each is available for review at the Pasco County Office of Emergency Management.

Each participating jurisdiction is highly encouraged to integrate this plan into their own planning measures. To date, jurisdictions have not incorporated the LMS into plan updates on the municipal level. Each adopting jurisdiction is also encouraged to expand and improve upon the elements including in this plan. During this planning period special partner meetings will be held to ensure each jurisdiction has the ability to appropriately incorporate the LMS to promote mitigation initiatives community wide.



# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

**TO:** City of New Port Richey City Council  
**FROM:** Chris Fitch, Fire Chief  
**DATE:** 9/3/2024  
**RE:** Resolution No. 2024-10: Accepting the Local Mitigation Strategy & Floodplain Management Plan Report and Floodplain Species and Natural Functions Report

## REQUEST:

The request before you this evening is to approve a resolution to accept the 2023/2024 Local Mitigation Strategy & Floodplain Management Plan Report and Floodplain Species and Natural Functions Report.

## DISCUSSION:

The Local Mitigation Strategy & Floodplain Management Plan Report gets presented to you on an annual basis to serve as a summary of ongoing practices and updates made from the previous year. The report includes the following:

- Mitigation Responsibilities for all Departments within the City
- Community Guiding Principles
- Repetitive Loss Areas
- Implementation and Maintenance of the LMS
- Mitigation Project/Programs
- Recommendations

As you are aware, the City participates in the voluntary National Flood Insurance Program (NFIP) Community Rating System (CRS), which provides for a reduction in flood insurance premiums to residents. Currently, our CRS rating is a seven (7), which equates to a 15% reduction in premiums of policy holders with insurable property in flood zone areas. As the City continues to actively participate in the CRS program, our goal is to improve the City's CRS rating, which would allow for increased discounts applied to flood insurance premiums for residents who live in flood zone areas.

In addition to accepting the 2023/2024 Local Mitigation Strategy & Floodplain Management Plan Report, staff is recommending that City Council consider adopting the attached Floodplain Species Assessment Plan and Natural Functions Report. The report, in short, defines the City's ecological presence, affirms the goals and objectives of the Comprehensive Plan relating to consumption and the protection of natural resources and advances recommended action regarding specific habitat i.e. bald eagle, tricolored heron. The adoption of the plan is also an element related to the City's effort to improve the community rating. City Council may recall that this particular report was presented for approval at your August 6, 2024 regular meeting however since that time our outside consultant who is working with the City on its CRS assessment noted that the report was not included in the resolution that was adopted regarding open spaces so therefore it needed to be adopted once more and included in the attached resolution.

## RECOMMENDATION:

Staff requests City Council approve the resolution to accept the 2023/2024 Local Mitigation Strategy & Floodplain Management Plan Report and Floodplain Species and Natural Functions Report as submitted.

## BUDGET/FISCAL IMPACT:

No fiscal impact.

**ATTACHMENTS:**

Description	Type
☐ Resolution No. 2024-10: Accepting the Local Mitigation Strategy & Floodplain Management Plan Report and Floodplain Species and Natural Functions Report	Backup Material



**RESOLUTION NO. 2024-10**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THE CITY OF NEW PORT RICHEY, FLORIDA ADOPTING THE LOCAL MITIGATION STRATEGY & FLOODPLAIN MANAGEMENT PLAN PROGRESS REPORT, AND THE FLOODPLAIN SPECIES ASSESSMENT & PLAN AND NATURAL FUNCTIONS REPORT; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City adopted Resolution 2024-16, supporting and implementing the Pasco County 2024 5-year update of the Local Mitigation Strategy;

WHEREAS, the Community Rating System of the National Flood Insurance Program requires adoption of a floodplain species assessment and plan and natural functions report, in order to qualify the City for an enhanced community rating;

WHEREAS, the Community Rating System of the National Flood Insurance Program requires adoption of a local mitigation strategy and floodplain management plan progress report, in order to qualify the City for an enhanced community rating;

WHEREAS, an improved community rating benefits property owners by providing for discounted flood insurance rates within the City; and

WHEREAS, the City Council hereby finds that this Resolution is in the best interests of the health, safety and welfare of the citizens of the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of New Port Richey, Florida, that the attached local mitigation strategy & floodplain management plan progress report (attached hereto as Exhibit “A”) and floodplain species assessment & plan and natural functions report (attached hereto as Exhibit “B”) are hereby adopted.

DONE AND RESOLVED on the 3<sup>rd</sup> day of September, 2024, and effective thereon.

ATTEST:

\_\_\_\_\_  
Judy Meyers, CMC, City Clerk

\_\_\_\_\_  
Alfred C. Davis, Mayor

Approved as to form:

\_\_\_\_\_  
Timothy P. Driscoll, City Attorney

## Exhibit “A”

August 6, 2024



### City of New Port Richey, Florida

### Local Mitigation Strategy & Floodplain Management Plan Report (120232 NIFP Community Number)

The State of Florida, Department of Community Affairs, and the Pasco County Board of County Commissioners (BCC) entered into a Contractual Services Agreement on April 7, 1998, to develop the Local Mitigation Strategy (LMS). On July 14, 1998, the BCC approved subcontracts with the cities of Dade City, New Port Richey, Port Richey, San Antonio, St. Leo and Zephyrhills to develop a single, unified Local Mitigation Strategy. The purpose of the LMS is to establish an ongoing process that will make hazard mitigation part of the daily functioning of the entire community. The objective of this LMS is to make Pasco County and the City of New Port Richey a safer, more disaster-resistant community.

The LMS was developed and approved by the overall Hazard Mitigation Committee (HMC) by establishing a planning schedule, establishing goals and objectives for the LMS, identifying the hazards, analyzing mitigation policies and programs. The HMC will reconvene annually in January to review and amend (as necessary) the LMS. City Resolution 2024-16, dated September 3, 2024, adopted the 2024 5-Year Update of the Pasco County Local Mitigation Strategy.

#### Mitigation Responsibilities:

- City Clerk: The City Clerk records and documents all official action taken and emergency decisions made by the City Council during and after disaster operations.
- City Manager: The City Manager acts as the Executive Director to the City Council for all disaster operations including natural disaster planning and the training of all designated City departments.
- Development Department: The Development Department addresses actions to be taken and policies to be developed before a disaster, in order to reduce damage to buildings and property and conducts damage assessment surveys after an incident to ensure proper disposition of unsafe or damaged structures. The Development Department provides information to help maintain the City's GIS database and manage the City's Repetitive Loss Program.
- Finance Department: The Finance Department enters into agreements with other locations for backup support data functions and financial records and maintains financial records in support of any natural disaster.

- Fire Department: The Fire Department develops the concept, identifies resources, coordinates procedures and conducts operations to provide fire suppression, emergency medical services and search and rescue and plans and organizes the needs assessment effort for determining the impact of damage occurring during and after a disaster.
- Parks & Recreation Department: The Recreation and Aquatic Center was built in 2007 and is the designated City Emergency Operations Center in disaster situations.
- Police Department: The Police Department develops procedures for evacuation and early warning of citizens in areas of potential danger and establishes traffic control and maintains law and order throughout a disaster situation.
- Public Works Department: The Public Works Department plans, coordinates and manages various duties including debris clearance and repair of City streets and evacuation routes and maintenance of water and wastewater production and distribution equipment and facilities. The Public Works facility was built to exceed the 130 mile an hour wind load, per Florida Building Code 2004.

#### Community Guiding Principles:

The City continues to work toward fulfilling the goals/objectives of the LMS Guiding Principles, with these efforts:

- Increase public awareness through outreach project mailings, hand-outs, and flood hazard section in the library and on City website and participation in the annual Hurricane Exposition;
- Offer flood services to insurance agents, citizens, and realtors and advertise this service;
- Ensure new development and redevelopment complies with all applicable regulations;
- Regulate all new development and redevelopment to reduce property damage caused by flooding;
- Regulate on-site management of stormwater run-off;
- Require all new development and redevelopment projects to regulate stormwater run-off and not allow infill without drainage study/report;
- Maintain and improve existing stormwater and drainage facilities;
- Inform citizens and assist in flood mitigation assistance grant projects for mitigation of repetitive loss properties within the City;
- Develop, implement, and update the Stormwater Master Drainage Plan;
- Provide evacuation and shelter information to citizens;
- Encourage purchase of flood insurance through outreach projects;
- Administer business continuity plan to minimize post-disaster business interruptions and apply for grant assistance to develop a Post-disaster Redevelopment Plan and Recovery and Reconstruction Ordinance;
- Continue to participate in a statewide mutual aid agreement;
- Participate in the annual review and update of the Local Mitigation Strategy as a member of the Hazard Mitigation Planning Committee;
- Update and coordinate the local Comprehensive Land Use Plan, Land Development Code (LDC), and local ordinances;
- Continue to identify and pursue available grant funds and other funding sources for hazard mitigation activities;
- Use the LDC and Comprehensive Plan to encourage protection of natural resources and resolution of stormwater quantity and quality problems; and

- Enforce building codes to require wind load structural design standards for new construction.

#### Repetitive Loss Areas:

The City of New Port Richey documented 35 Repetitive Loss properties from 2023-2024, a decrease of 11 properties from the previous year. It is the City's policy to encourage property owners to mitigate Repetitive Loss properties through demolition or elevation.

#### Implementation and Maintenance of the LMS:

The City continues to work on drainage improvements and pursue FEMA mitigation grants to elevate homes as ways to mitigate flooding problems in the City. A Grant Specialist was hired in April of 2024 to assist the City with preparing and submitting grant applications. The City was recently awarded a FEMA grant to improve the City's drainage system. In order to ensure public awareness, the City continues its outreach efforts through its newsletters, mailings, and hand-outs available at City Hall.

#### Mitigation Project/Programs:

Semi Annual Neighborhood Clean-Up Event: The City of New Port Richey hosts a bi-annual neighborhood clean-up event in the fall and again during late spring of each year. This event allows residents of the City of New Port Richey to dispose of unwanted items in dumpsters rented by the City. During the fall 2023 clean up event, city staff distributed indoor and outdoor water conservation kits and stormwater related outreach materials to those who participated in the event. The city will continue to educate the community by providing outreach materials relating to flood hazard mitigation and conservation during future events.

Project 4486-132-R (172) City of New Port Richey, High, Beach, and Gulf Streets, Drainage: The City of New Port Richey proposes drainage improvements to mitigate flooding in the Beach Street area, located in New Port Richey, Florida. Final notice was given of FEMA's consideration to provide funding in the form of a Hazard Mitigation Grant Program on April 5, 2023. The project proposes to improve the existing stormwater drainage system in the area by the installation of approximately 2,125 linear feet of 14-inch x 23-inch Elliptical Reinforced Concrete Pipe (ERCP) and 36-inch Reinforced Concrete Pipe (RCP) with a 36-inch outfall into the Pithlachascotee River. The City secured a grant to complete this project from FEMA's Hazard Mitigation Grant Program and is awaiting the contract for review and approval.

Giant African Land Snail (GAS) Eradication Program: On June 23, 2022, the Florida Department of Agriculture and Consumer Services (FDACS) confirmed the detection of giant African land snail in the New Port Richey area of Pasco County. A quarantine is in place starting at the northwest corner of U.S. Highway 19 and Ridge Road. This snail can be devastating to Florida agriculture and natural areas as they cause extensive damage to tropical and subtropical environments. GAS is one of the most damaging land snails, consuming at least 500 different plant species (USDA APHIS 2018). To protect Florida agriculture and the

human environment, USDA APHIS in cooperation with FDACS, proposes to implement an eradication program (“Program”) throughout Florida where any new infestation occurs.

Recommendations:

The City should continue to work toward the goals and objectives of the LMS Guiding Principles. It should determine feasible projects and improvements, and continue to work with Pasco County to identify and pursue available grant fund and other funding sources to assist in accomplishing mitigation efforts. It should continue outreach efforts to increase public awareness of stormwater issues, local hazards, and types of assistance currently available.

This report is being sent to the local media. Copies of the report and the LMS Plan are available for review at City Hall, Development Department, 5919 Main Street. A notice of its availability will be posted on the City’s website and at City Hall. This Progress Report was presented to, and accepted by, the City Council of the City of New Port Richey, Florida this 3<sup>rd</sup> day of September, 2024.

ATTEST:

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Judy Meyers, CMC, City Clerk

\_\_\_\_\_  
Alfred C. Davis, Mayor

Exhibit “B”



**CITY OF NEW PORT RICHEY**  
**FLOODPLAIN SPECIES ASSESSMENT & PLAN AND**  
**NATURAL FUNCTIONS REPORT**  
**APRIL 2024**

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## INTRODUCTION

The City of New Port Richey consists of approximately 4.61 square miles, with 1306.66 +/- acres located within the Special Flood Hazard Area (SFHA). In the New Port Richey area, natural resources include the Pithlachascotee River, lakes, wetlands, floodplains, groundwater, soils, air, wildlife, terrestrial and marine habitats, and vegetative communities. The Pithlachascotee River, Orange Lake, and Lake Chasco are among the surface water resources within the City. Incorporated New Port Richey has no direct contact with the Gulf of Mexico. The natural drainage areas predominantly occur in coastal areas west of US 19 and along the Pithlachascotee River. The Pithlachascotee River has a drainage area of approximately 182 square miles. Historic urban development in the floodplain in has increased the size of the floodplain in the City due to diminished drainage capacities. Current regulations restrict development in the floodplain to preserve its natural drainage function and to prevent loss of life and property due to flooding.

## ECOLOGICAL COMMUNITIES

According to the City New Port Richey 2030 Comprehensive Plan, Conservation Element, the ecological communities, or vegetative communities, within or adjacent to the City include urban forest, wetlands, rivers and streams and marine. A summary of New Port Richey's ecological communities can be found herein.

### **Upland Forest**

This category consists of temperate mesic forest located on sandy, rolling, upland terrain that is dominated by laurel oak, live oak, magnolia, slash pine, longleaf pine and other mixed hardwoods.

### **Wetlands**

Wetlands in and around the City are comprised of freshwater and saltwater wetlands. Estuarine wetlands are found along the Pithlachascotee River and along the Gulf of Mexico coastline (in the unincorporated area). These areas have the greatest variety of wetlands including mangrove swamps, saltwater and freshwater marshes and hardwood swamps. The importance of mangroves, salt marshes and seagrass beds to coastal and estuarine ecosystems has been well documented. As primary producers, these species of wetland vegetation provide the foundation of coastal and estuarine food webs; both as direct sources of nutrition and as generators of detrital particles. Secondary to their role as primary producers, coastal and estuarine wetlands provide protection and habitat for such organisms as shrimp, crabs, scallops and juvenile fishes. In addition, wetland vegetation provides necessary substrate for the attachment of organisms that are major food sources for many economically important species of finfish.

In addition to their contributions to the biology of the marine ecosystem, coastal and estuarine wetlands play an important role in modifying the geologic and hydrographic characteristics of the area. Acting as baffles, roots and leaves reduce the velocity of water over the bottom causing suspended particles to settle out and become trapped at the base of the plants. In this way,

mangroves, marshes and seagrasses reduce turbidity, increase sedimentation rates, stabilize sediments and attenuate wave action on adjacent shorelines and reduce flood crests and flows rates after storm events. The binding and stabilization characteristics of these habitats are documented by reports of some coastal marshes and seagrass meadows surviving the destructive scouring forces of coastal storms and hurricanes in the Gulf States.

### **Forested Wetlands**

Also found in the vicinity of New Port Richey are cypress and hardwood swamps. The cypress swamps are low-lying forest dominated by bald (*Taxodium distichum*) and pond (*Taxodium ascendens*) cypress. Freshwater wetlands are found in the southeast portion of the City due to annexation. Cattail (*Typha* spp.), fire flag (*Thalia geniculata*) and sawgrass (*Cladium jamaicense*) are some of the species found in this community. Upland communities include longleaf pine, slash pine and the field community. In addition, the growth and expansion of opportunistic exotic plant species such as Brazilian pepper (*Schinus terbinthefolis*), Australian pine (*Casuarina* spp.) and punk tree (*Melaleuca quinquenervia*) have encroached on native flora. The longleaf pine community is identified by the typical longleaf pine-turkey oak vegetation.

Dominant species of the Bottomland Forest include water oak, red maple, ironwood, diamond leaf oak, American elm, sweetgum, water hickory, water locust, slash pine and American holly. Possum haw, Walter's viburnum and hawthorns are characteristic understory trees or shrubs. Other species include winterberry, Virginia willow, stiff cornel dogwood, fire flag, poison ivy and peppervine. Characteristic herbs include small chain fern, bead fern, lizard's tail, sedges and saw palmetto.

Like vegetation, animal diversity in Bottomland Forest is diverse. Mast and berry production is moderate to high, providing good food resources for grey squirrel, red bellied woodpecker, turkey, quail and white tail deer. Particularly in the drier and higher parts of these hammocks, several species of rats and mice are common, providing food for carnivores such as the bobcat. The invertebrates provide food for mice, rats, shrews, opossum and other species in the Bottomland Forests. Bottomland Forest provide good habitat for amphibians such as the eastern spadefoot toad, leopard frog, narrow mouth toad, southern toad, green tree frog, barking tree frog, squirrel tree frog, little grass frog and common newt. Common reptiles include Florida box turtle, green anole, brown anole and southeastern five-lined skink. Snake species include the eastern indigo snake, black racer, red/yellow rat snake, rough green snake and eastern coachwhip. Breeding birds may include blue jay, cardinal, tufted titmouse, Carolina wren, great crested flycatcher and red bellied woodpecker. Pileated woodpeckers and turkey may be found in stands.

Other common species in bottomlands include the barred owl and downy woodpecker. Mammal use of the Bottomland Forest is moderate and includes such species as the cotton mouse, golden mouse, short tailed shrew, southeastern shrew and marsh rabbit.

### **Freshwater Marsh**

Freshwater Marshes are wetland communities dominated by non-woody vegetation such as



grasses, sedges, rushes, or broad-leaved aquatic emergent plants. The soils are often saturated and the sites are regularly or occasionally flooded at least during the wet season. Freshwater Marshes may undergo succession to Mixed Hardwood Swamp, Cypress Swamp, Bayhead, Hydric Hammock, Wet Prairie, Mesic/Wet Flatwoods, or Ponds and Lakes.

### **Mangrove Swamp**

Mangrove swamp, also known as tidal swamp, saltwater forest, or mangrove forest, occur on low wave energy seashores on tidally submerged soils with sand and organic substrates. They may also extend inland along tidally influenced brackish rivers. Drainage and mosquito ditches are common features in mangrove swamps. Other than mangroves, the vegetation is usually restricted to a few herbaceous plants which tolerate saline conditions. Common species occurring are saltwort, glasswort, sea purslane, sea blite, sea lavender, leatherfern and black needlerush. Species which may nest in the mangrove swamp include the white and brown pelican, bald eagle, American osprey, roseate spoonbill, reddish egret, great egret, snowy egret, little blue heron, black and yellow crowned night herons, glossy ibis and white ibis. Nesting birds found in this habitat include the black-whiskered vireo and, perhaps, the mangrove cuckoo. Several other species may feed in or near mangrove swamp, usually on a seasonal basis. These include the peregrine falcon, several vireos and warblers, dowitchers, blue-wing teal and greater scaup. Reptile and amphibian representation in the mangrove swamp is rather low. The Florida mud turtle, Florida snapping turtle, ornate diamondback terrapin, green anole, Florida Green water snake, Atlantic salt marsh snake and green tree frog may infrequently be found, mainly in the brackish areas. The American alligator is a frequent inhabitant of the streams and ditches in mangrove systems. Racoons, Florida mink and bobcat may occasionally forage or hunt in this system. Mangrove swamp is a food source for estuaries and nursery ground for young fishes.

### **Salt Marsh**

Salt marshes occur on low wave-energy seashores on tidally submerged soils with sand and organic substrates. Smooth cordgrass occupies the deeper zones and may extend up to 3,000 feet from the shoreline. Black needlerush usually occupies the next zone, also forming bands of similar size. Marshhay cordgrass and sand cordgrass may form narrow bands along the upper edge of the marsh. Sand cordgrass may form pure strands in shallow, brackish, sandy sites which are tidally influenced. Other plant species are rare in these zones, but they may include sea lavender, leather fern, glasswort, sea purslane and sea blite. Marshhay cordgrass may form extensive stands on the landward side of either the smooth cordgrass or black needlerush marshes. Associated species in these upper marsh zones include salt wort, leatherfern, buttonwood, glasswort, sea blight, seaoxey daisy, groundsel, salt marsh aster and marsh elders. Brackish water sites at the upper ends of estuaries or along brackish rivers may be dominated by sand cordgrass which grows to heights of six feet. Associated species include saw grass, saltgrass, railroad vine, marsh elder, glasswort, leatherfern, black needlerush, coastal dropseed, climbing hempweed and salt joint grass.

Vertebrate wildlife diversity is limited in salt marshes due to fluctuating water levels, generally high salinity and exposure. The marsh rabbit and some mice and rats may graze or feed on seeds in the upper drier fringes of the marsh. Additional species which feed on grazing insects are

spiders, dragonflies and some passerine birds such as marsh wrens and seaside sparrows. Other species which may be present in salt marsh are the American alligator, eastern indigo snake, diamondbacked terrapin, river otter and Florida mink. Much of the food production goes into the detrital food chain, where it is consumed by fiddler crabs, marine worms and mollusks. These, in turn, are food for racoons, river otter and several species of wading birds. These wading birds also use the marshes as feeding grounds for small fishes. Commonly occurring feeding birds are white ibis, herons, belted kingfishes, terns, black skimmers, blackbirds and grackles. Birds which may nest in the salt marshes include the long-billed marsh wren, clapper rail and common yellow-throat.

The estuarine wetland systems located along the Pithlachascotee River and extending into the Gulf are easily affected by the activities which take place within the City. The wetlands in the City are primarily for conservation purposes by providing necessary fish and wildlife habitat and promoting a natural “filter” for surface water.

### **Rivers and Streams**

The rivers and streams category includes natural flowing waters with defined channels from the source or origin downstream to the point where tidal influences dominate flow. Rivers and streams in Pasco County may be described as either spring fed, blackwater, or seepage (bog fed). Vascular vegetation in most streams and rivers in Pasco County is limited. Most of the emergent vegetation is confined to the shore zone, where extensive stands may form. Species in these areas are similar to those of freshwater marshes. Deeper zones will contain floating leaved species such as spatterdock, fragrant water lily, American lotus, blue water lily, frogbit and floating heart. These species often occur where water depths are at least 24inches and inundation is permanent. Common floating species are large water hyacinth, water lettuce, duckweed and water fern.

Wildlife diversity in rivers and streams is relatively high. Numerous macroinvertebrates may occur. In these streams, species tolerant of low oxygen and poor water quality are very abundant, while those species intolerant of low oxygen or poor water quality are often absent. Biomass of invertebrates is often greater, but diversity is lower, in nutrient rich areas. Species include tolerant Chironomus midges, tubificid worms, oligochaete worms, snails, sphaeroid clams and the Asiatic clam. Flowing streams with good water quality, sandy or rocky substrates, low levels of organic matter and nutrient enrichment normally have more diverse invertebrate communities, but the abundance and biomass is lower. Typical groups include mayflies, caddisflies, stoneflies, dragonflies, damselflies, intolerant midges and grass shrimp. Crayfish may be found in a wide variety of sites, while the hellgramite is found only in rapidly flowing waters of good quality. Reptiles and amphibians are common within and along the banks of the rivers and streams, particularly in the permanent rivers which often serve as refuge for many species during stressful periods such as drought or fire events.

### **Marine**

Freshwater mixing with saltwater creates unique chemical and physical environments each of which supports different communities of organisms particularly adapted to that type of water

condition. The Gulf of Mexico receives freshwater from the Pithlachascotee River which flows through the center of New Port Richey. Some of the freshwater species of fish include largemouth bass (*Micropterus salmoides*) and bluegill (*Lepomis macrochirus*). There are two species of special concern found in the area. The primary habitat for Atlantic sturgeon (*Acipenser ocyrhynchus*) are rivers and coastal waters and for rivulus (*Rivulus marmoratus*) are saltwater marshes and mangroves. The City does not directly abut the Gulf of Mexico. Estuarine conditions, however, are evident within the western reaches of the Pithlachascotee River within the City.

### **Protected Flora and Fauna**

A species may be classified as endangered when it is in danger of extinction within the foreseeable future throughout all or a significant portion of its range. A threatened classification is provided to those animals and plants likely to become endangered within the foreseeable future throughout all or a significant portion of their ranges. Critical habitat is defined as the geographic area containing the physical or biological features essential to the conservation of a listed species or as an area that may require special management considerations or protection.

### **LISTED SPECIES IN PASCO COUNTY**

According to the Pasco County Natural Resources Division, the following species are listed as threatened, endangered, or as a species of special concerns by the Fish and Wildlife Conservation Commission (FWC) and are found within Pasco County (refer to Appendix A).

#### Reptiles

American alligator (*Alligator mississippiensis*)  
Eastern indigo snake (*Drymarchon coraiscouperi*)  
Gopher tortoise (*Gopherus polyphemus*)  
Short-tailed snake (*Stilosoma extenuatum*)  
Florida pine snake (*Pituophis melanoleucus mugitus*)

#### Birds

Florida scrub-jay (*Aphelocoma coerulescens*)  
Wood stork (*Mycteria americana*)  
Red-cockaded woodpecker (*Picoides borealis*)  
Florida burrowing owl (*Athene cunicularia*)  
Little blue heron (*Egretta caerulea*)  
Tricolored heron (*Egretta tricolor*)  
Southeastern American kestrel (*Falco sparverius paulus*)  
Florida sandhill crane (*Grus canadensis pratensis*)  
Bald eagle (*Haliaeetus leucocephalus*)  
Osprey (*Pandion haliaetus*)  
Roseate spoonbill (*Platalea ajaja*)  
Least tern (*Sternula antillarum*)

#### Mammals

West Indian manatee (*Trichechus manatus*)

### Plants

Auricled spleenwort (*Asplenium erosum*)  
Hammock fern (*Blechnum occidentale* var. *minor*)  
Sand butterfly pea (*Centrosema arenicola*)  
Piedmont jointgrass (*Coelorachis tuberculosa*)  
Tampa vervain (*Glandularia tampensis*)  
Pondspice (*Litsea aestivalis*)  
Pygmy pipes (*Monotropis reynoldsiae*)  
Celestial lily (*Nemastylis floridana*)  
Britton's beargrass (*Nolinabrittoniana*)  
Hand fern (*Ophioglossum palmatum*)  
Plume polybody (*Peclumaplumula*)  
Comb polypody (*Peclum aptilotavar. bourgeauana*)  
Giant orchid (*Orthochilus cristatus*)

## **COMPREHENSIVE PLAN GOALS, OBJECTIVES, AND POLICIES**

The City of New Port Richey's Comprehensive Plan, Conservation Element details goals, objectives, and policies (GOP) to promote the conservation and protection of natural resources. The Open Space Element guides decisions related to park and open space lands. The following GOP, among others within the comprehensive plan, support the City's initiative to maintain the natural habitat and to restore the natural and beneficial functions of the floodplain. The City's Land Development Code is used to implement the comprehensive plan and contains specific administrative procedures for this purpose.

### **Open Space**

ROS 1.3.1 The City shall continue to implement regulations in the Land Development Code that define open space and establish standards for the protection of open space and natural vegetation and the use of open space for buffering between land uses.

ROS 1.3.3 Open space in parks shall be maintained to protect and preserve native habitats and provide passive recreation opportunities.

ROS 1.3.5 The City shall acquire, protect and maintain natural reservations.

ROS 1.3.6 The City shall create a system of greenways by defining and preserving the following areas as open space:

- a. Conservation and Preservation Category designated lands on the Future Land Use Map;
- b. Jurisdictional wetlands and wetland buffers;
- c. Significant habitat of threatened or endangered species; and
- d. Any species management areas for species of special concern.

### **Pithlachascotee River**

CON 1.4 Protect, conserve, restore and enhance the natural function of the

Pithlachascotee River.

CON 1.4.1 In order to reduce non-point source pollutant loads and improve the functioning of the City's drainage system relative to the riverine system, dumping of debris of any kind (e.g., yard clipping and trimmings) into drainage ditches, storm sewers and other stormwater control structures shall be prohibited.

CON 1.4.3 Where the shoreline of the Pithlachascotee River is not seawalled native vegetation shall be used for shoreline stabilization.

CON 1.4.4 The replacement material for failed or damaged Pithlachascotee River concrete seawall should be rip-rap or planting of native vegetation where technically feasible.

CON 1.4.5 Setbacks or other non-structural methods of shoreline protection shall be given the highest priority.

**Wildlife and Habitat Objective**

CON 1.5 Conserve and enhance wetlands, aquatic resources and wildlife habitats to maintain their environmental and recreational value.

CON 1.5.1 Through the Intergovernmental Coordination Committee, the City shall work with Pasco County, the Southwest Florida Water Management District and the Florida Department of Environmental Protection to identify, protect and conserve the natural character and function of area rivers, lakes, wetlands, floodplains and upland areas.

CON 1.5.2 The City shall coordinate with Pasco County, Southwest Florida Water Management District, Army Corp of Engineers, Florida Fish and Wildlife Conservation Commission and US Fish and Wildlife Service, as appropriate, to develop strategies and partnerships for the protection of riverine habitats, including wetlands and the 100-year floodplain within Pasco County designated Critical Linkages and Ecological Planning Units and habitats for threatened, endangered, or species of special concern.

CON 1.5.3 The City shall identify coastal marshes, freshwater wetlands and hardwood hammocks as Conservation on the Future Land Use Map.

CON 1.5.4 Conservation areas, such as coastal marshes, freshwater wetlands and hardwood hammock areas shall be protected from development that would significantly alter their function and character as defined by the regulatory permitting agencies.

CON 1.5.5 Through the Intergovernmental Coordination Committee, the City shall coordinate with the county and appropriate agencies to identify specific pollution problems adversely affecting wildlife and fish populations and establish and implement the necessary programs, local laws and regulations to reverse and eliminate adverse pollution sources.

CON 1.5.6 The City shall assist the Florida Department of Environmental Protection, Florida Fish and Wildlife Conservation Commission and US Fish and Wildlife Service in the application of and compliance with all state and federal regulations pertaining to species of special status (e.g., endangered, rare, species of special concern and threatened).

CON 1.5.7 The City shall promote local, regional, state and federal initiatives that aim to protect and maintain the natural vegetation, native wildlife and natural processes within Coastal Marsh wetlands within and adjacent to the City through the following:

- a. Conserve environmental lands;
- b. Protect water quality;
- c. Eliminate additional impact to wetlands;
- d. Protect the remaining uplands adjacent to Coastal Marsh wetlands to provide a transition buffer;
- e. Retrofit of stormwater draining through this area; and
- f. Remediate/restore any previous impacts to wetland systems that can be rehabilitated.

CON 1.5.8 The clustering of residential development, or the implementation of other measures to minimize adverse environmental impacts, shall be required whenever areas of significant native habitats are involved.

### **Florida Native Vegetation**

CON 1.6 The City shall conserve, appropriately use and protect native vegetation, including the City's urban forest.

CON 1.6.1 The City shall require that all new development preserve at a minimum 25 percent of the native upland vegetation on site. This should not be interpreted to allow development in wetland areas.

CON 1.6.2 The use of native vegetation shall receive priority in the landscaping requirements of Land Development Code.

CON 1.6.3 The City shall encourage the removal of exotic species such as punk tree (*Melaleuca* sp.), Australian pine (*Casuarina* sp.) and Brazilian pepper (*Schinus* sp.) through site plan review.

CON 1.6.4 The City shall coordinate with the Pasco County and the Southwest Florida Water Management District to protect the cypress and hardwood communities within the vicinity of New Port Richey by preventing activities which would alter their character and natural function.

CON 1.6.6 Although limited natural vegetative communities remain in the City, every effort shall be taken to protect these resources as including the following measures:

- a. Recreational development shall be compatible with the surrounding environment and shall be subject to performance standards adopted in the Land Development Code; and
- b. The clearing of trees and wetland vegetation shall be prohibited, unless specifically permitted;
- c. All applications for development approval on sites with natural vegetative communities shall be subject to site plan review.

### **Wetland Protection**

CON 1.7.1 The City shall require the submittal of a wetland survey at the appropriate phase in the land development review process. This requirement must be met prior to issuance of any development order.

CON 1.7.3 The City shall coordinate with the US Army Corp of Engineers, the Florida

Department of Environmental Protection and the Southwest Florida Water Management District to identify and regulate wetland areas under the respective agency's jurisdiction.

CON 1.7.4 The City shall require the identification of Category I, II and III wetlands for prior to the review of any Future Land Use Map amendment or development site plan proposals. Sites with wetlands that are under consideration for a Future Land Use Map amendment or site plan approval shall be designated as Conservation on the Future Land Use Map during or prior to the next regular update of Comprehensive Plan.

CON 1.7.5 The City shall require a minimum 25-foot buffer between Category I and II wetlands and new development in order to protect water quality, preserve natural wetland functions and preserve wildlife habitat. The buffer, as measured landward from the approved jurisdictional line, shall be maintained in a natural vegetative state and be free of exotic and nuisance species as defined by the Florida Pest Council.

CON 1.7.10 The City shall require all wetland encroachments to be mitigated according to chapters 62-25 and 40D-4, FAC, and Section 404, Clean Water Act and mitigation compliance to be monitored by the Florida Department of Environmental Protection, Southwest Florida Water Management District and US Army Corp of Engineers.

CON 1.7.11 In combination with other goals, objectives and policies of the Comprehensive Plan, the City shall protect and conserve wetlands by redirecting incompatible uses away from wetlands.

### **Floodplain**

CON 1.8 Protect the natural function of the 100-year floodplain to carry, store and filter flood waters through land development regulations.

CON 1.8.1 If any filling of land occurs during site design such that the volume of floodplain storage would be reduced, an equal volume of soil shall be excavated within the same floodplain to provide compensatory storage. Such excavations shall not be located within land areas identified for conservation purposes, or within the jurisdictional wetland limits of regulatory agencies, except for the purpose of providing pretreated stormwater storage capacity.

CON 1.8.3 The City shall encourage the development of a strict floodplain management program by state and local governments to preserve hydrologically significant wetlands and other natural floodplain features.

CON 1.8.4 Recognizing that portions of the community are located within the 100-year floodplain, the City shall strictly enforce all appropriate federal, state and regional coastal construction codes and coastal setback regulations.

CON 1.8.6 The City, through the implementation of the Land Development Code, shall promote appropriate land use practices compatible with floodplain areas and provide for performance standards which, at a minimum, require that:

- a. To the maximum extent legally possible, new development shall not be located in river floodways, the area of highest velocity during flow;
- b. New development permitted in the flood fringe, the area of the floodplain outside the floodway, shall be required to meet flood hazard construction requirements;

- c. Development along the Pithlachascotee River floodplain shall be low density residential with adequate setbacks to maintain any existing areas of natural habitat; and
- d. The prevention of erosion, retardation of runoff and protection of natural functions and values of the floodplain be considered while promoting public usage.

CON 1.8.7 In addition to the Conservation land use designation, the City shall protect the Pithlachascotee River through the use of the "Pithlachascotee River Environmental Corridor." The corridor is defined as the area within 50 feet landward from the top of the river bank. In places where the top of the bank is not discernable, either the mean high water line or the upland/wetland boundary shall be used, whichever is greater. Development within the corridor shall be managed as follows:

- a. Lots created after November 1, 1990, shall denote the corridor on the lot survey, and shall dedicate the corridor to the City via conservation easement.
- b. Only water-dependent uses within the corridor are permitted.
- c. Existing vegetation within the corridor shall be preserved. Where native vegetation has been disturbed in the past, it shall be restored concurrent with new development.
- d. Where new plantings are required, a restoration plan, specifying appropriate vegetation for rehabilitation of shores and associated lands (such as grasses for submerged lands and shorelines and trees/shrubs for banks sloping away from shore) shall be submitted as part of the development proposal. The type of vegetation selected for new plantings shall be based upon its ability to provide shore stabilization, water purification and wildlife habitat.

CON 1.8.8 Floodplains whose functional values have been degraded or destroyed through human intervention shall be restored, if feasible, through the public acquisition of historic floodplain lands. Various state, regional and local acquisition programs shall be sought for this purpose.

CON 1.8.9 The City shall prohibit fill material or other structures to adversely obstruct the natural movement of floodwater, overland sheet flow or pose a threat to the public health, safety and welfare.

CON 1.8.10 The City will continue the use of the Conservation future land use category to protect the natural functions of floodplains and shorelines.

### **RECOMMENDED ACTION**

The GOPs listed in the City of New Port Richey Comprehensive Plan places special emphasis on the conservation and restoration of habitat within the City that contains or may contain threatened, endangered, or species of special concern. Threats to these species include habitat degradation, fragmentation, and destruction due to development. Threats also include pollution/pesticide exposure and hydrology alterations. The City's Comprehensive Plan outlines goals, objectives, and policies to reduce these threats. The City's Floodplain Species Plan places special focus on two species, the Bald eagle (*Haliaeetus leucocephalus*) and the Tricolored heron (*Egretta tricolor*).



### **Bald Eagle (*Haliaeetus leucocephalus*)**

The bald eagle has been the national bird of the United States since the late 1700s. Some may say it is one of the nation's most recognizable birds as it is easily recognizable by its size, color, and form. The Florida Fish and Wildlife Conservation Commission (FWC) released A Species Action Plan for the Bald Eagle in November of 2017, some of which has been incorporated into this action plan.

#### LIFE CYCLE

According to the U.S. Fish & Wildlife Service (USFWS), Bald eagles can live up to about 30 years in the wild.

Bald eagles typically reach breeding maturity at the age of 4 or 5, although they may delay breeding until later in life. These majestic birds form lifelong partnerships, but if one of the pair dies, the surviving eagle will seek a new mate.



*Photo Courtesy of USFWS*

When it comes to nesting, eagle pairs usually prefer the tops of tall trees with sturdy branches capable of supporting their large and heavy nests. These nests are constructed using large sticks and may be lined with materials such as moss, grass, plant stalks, lichens, seaweed, or sod. While pairs often reuse and expand the same nest each year, they may also have additional nests within their breeding territory. These nest sites typically include at least one perch with a clear view of a water body for hunting, although bald eagle nests are increasingly being found away from large bodies of water.

Bald eagles are known to travel long distances during different stages of their lives and non-breeding seasons. However, they usually return to their place of origin, within approximately 100 miles, to nest and breed. In most regions, bald eagles breed in early spring, with the breeding season extending into summer. However, in warmer climates like Louisiana and Florida, they nest during the winter. It is also common for bald eagles in southern areas to attempt re-nesting if their initial nest fails before the chicks hatch. During the breeding season, bald eagles typically lay one to three eggs per year, with the eggs hatching after approximately 35 days. The young eagles, known as eaglets, begin flying within three months of age but continue to use their nest.

#### DIET

Bald eagles are known for being opportunistic eaters, with fish being a primary part of their diet. In addition to fish, they will consume waterfowl, shorebirds, waterbirds, turtles, rabbits, snakes, small animals, and carrion. Due to their hunting style, which relies heavily on their vision, eagles typically spot their prey from a high vantage point or while soaring in the sky before diving down to catch it. They are also scavengers, feeding on dead fish and animals, and are notorious for stealing food from other eagles, mammals, and birds of prey.

#### HABITAT

Bald eagles rely on a sufficient food supply, suitable perching spots, and appropriate nesting locations. Historically, bald eagles were commonly seen nesting close to rivers, lakes, and

marshes. Their habitat encompasses estuaries, expansive lakes, reservoirs, rivers, and certain coastal areas. They are now increasingly spotted in arid regions further away from water sources, such as agricultural land and urban or suburban environments.

During the winter season, these birds gather in significant numbers near open water, perching on tall trees to scan for prey. These trees also serve as nighttime roosting spots for protection. These locations are typically situated beneath man-made dams or river branches to maintain access to larger waterways. Winter roosting sites may be utilized throughout the season or intermittently when alternative food sources are scarce.

### THREATS

According to the Florida Fish and Wildlife Conservation Commission, the greatest threat to the Bald eagle population is trauma and poisoning. In Florida, from 1963-1994, trauma resulted in 59% of known cases of bald eagle mortality; the most frequent cause was vehicle collision, but other causes included gunshot, intraspecific aggression, and powerline collision (Forrester and Spalding 2003).

Bald eagles primarily consume poisons from secondary sources, such as when they feed on carcasses or prey that contain toxins. Second generation anticoagulant rodenticides (SGARs), which are approved for use in the United States, have been identified as a documented source of secondary poisoning. In a study conducted by the FWC over an 18-month period starting in 2014, necropsies were performed on bald eagle carcasses found in Florida when the cause of death was unclear or poisoning was suspected. The results revealed that 100% of the tested carcasses contained SGARs, with 17 out of 33 cases indicating that SGARs were either the cause of death or a possible contributing factor in the eagles' demise (Van Deventer et al., 2017). Additionally, eagles have been poisoned after consuming improperly disposed carcasses of euthanized animals that contain pentobarbital (Forrester and Spalding, 2003). Another cause of secondary poisoning in bald eagles is lead poisoning, which occurs when they feed on waterfowl or other animals that have been shot with lead ammunition. Although the use of lead shot for waterfowl hunting was prohibited in 1991, lead poisoning continues to be a significant cause of death for bald eagles. Out of 762 eagles examined at the National Wildlife Health Center between 1975 and 2013, 64% died as a result of lead poisoning. Furthermore, there has been a statistically significant increase in lead poisoning cases after 1991, suggesting that the use of lead ammunition to kill other animals still poses a threat of secondary poisoning (Russell and Franson, 2014).

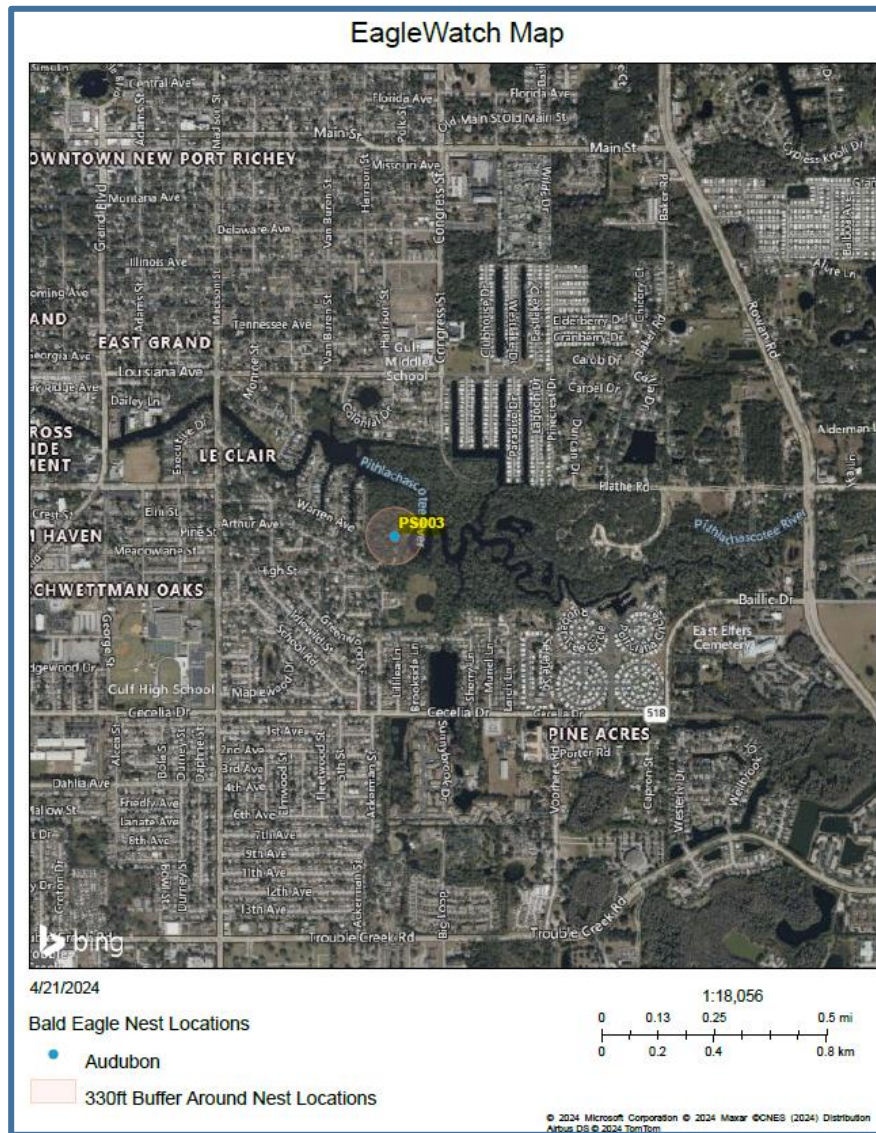
### RECOMMENDED ACTIONS

To address the threats to bald eagles, habitat conservation and management, as well as protection from disturbance, are crucial. The USFWS employs regulatory processes such as permitting, technical assistance, and guidelines to safeguard bald eagles and their habitat. Implementing land management practices that benefit bald eagles by maintaining healthy natural communities, reducing the risk of catastrophic fires, and providing suitable nesting trees is recommended.

Bald eagles are adaptable when it comes to their habitat. By maintaining healthy natural communities, we not only enhance water quality (which supports the availability of healthy food sources) but also provide suitable nesting habitats. Land management practices play a vital role in benefiting bald eagles by reducing the risk of devastating wildfires, ensuring the health of forests, and providing appropriate nesting trees. These practices include prescribed fires,

removal of non-native species, reduction of excessive fuel loads, thinning overstocked areas, and replanting native species. It is important to retain large-diameter native pine trees to ensure the availability of potential nest trees in the future. Selective thinning that maintains at least 50% of the total canopy and preserves large native pine trees is recommended. These practices are often incorporated into management plans for public lands, which provide guidance for implementation at specific sites.

The protection of lands that provide prime nesting habitats for Bald eagles is critical in the City’s conservation efforts. According to the EagleWatch map provided by the Audubon Center for Birds of Prey, a Bald eagle nest was observed within the James E. Grey Preserve Park, located at 6938 Plathe Rd, New Port Richey, Florida. Additional measures may be necessary to minimize potential disturbance in areas where recreational activities take place near a bald eagle breeding nest. These measures could include the installation of signs or the establishment of seasonal no-entry boundaries.



To reduce the number of deaths and injuries caused by known and emerging threats, it is crucial

to prioritize minimizing mortality from specific threats. This is especially important in order to prevent a decline in the population. Whenever possible, specific threats should be avoided, minimized, or contained through early detection and adaptive management responses.

For bald eagles, there are several known or potential causes of mortality that need to be addressed. These include vehicle collisions, secondary poisoning from substances like lead, pentobarbital, and rodenticides, and electrocution and collisions with power lines.

To address the impacts of these threats, a comprehensive response is warranted. This can involve management actions, education and outreach programs, coordination with partners, and monitoring to assess the effectiveness of these efforts.

For instance, to minimize the risk of secondary pentobarbital poisoning, which occurs when eagles feed on carcasses of euthanized animals, it is important to emphasize the need for quick incineration or burial of these bodies to prevent scavenging by eagles and other wildlife. Another example is the need to minimize electrocution- and collision-related mortality. This can be achieved by encouraging utility companies to incorporate "avian-friendly" devices and fittings on their equipment. The Avian Powerline Interaction Committee has outlined suggested practices in this regard. City staff can collaborate with utility companies to develop and implement avian protection plans, which outline proactive measures to protect birds from the impacts caused by equipment. To reduce Bald eagle mortality due to vehicle collisions, signs warning drivers to be diligent may be posted along roadways where Bald eagle activity has been recorded.

### **Tricolored heron (*Egretta tricolor*)**

According to the Florida Fish and Wildlife Conservation Commission (FWC), the Tricolored heron is protected by the U.S. Migratory Bird Treaty Act and as a State Threatened by Florida's Endangered and Threatened Species Rule. FWC released A Species Action Plan for Six Imperiled Wading Birds in November of 2013, some of which has been incorporated into this action plan.



*Photo Courtesy of FWC*

### LIFE CYCLE

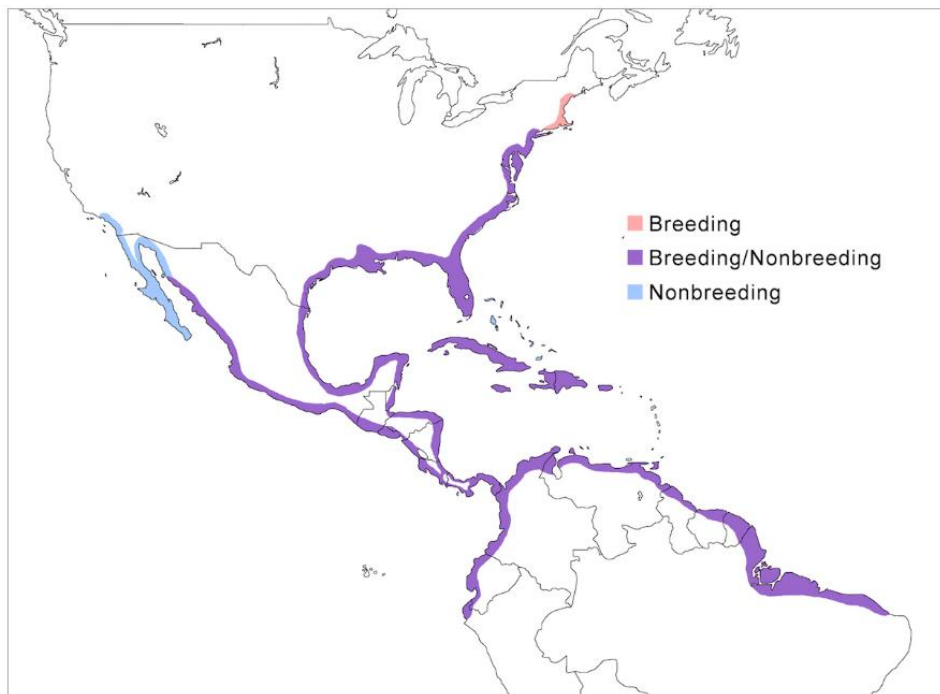
Tricolored herons engage in colony breeding from February to August. The females skillfully build nests using sticks and vegetation gathered by the males. These nests are typically located in trees or shrubs situated on salt marsh islands or in standing water. Each female lays a clutch of three to five eggs, and both parents take turns incubating them. After a period of around 21-25 days, the eggs hatch. The fledglings stay in the nest until they reach about 35 days of age (LaLonde 2003).

### DIET

Since the diet of the Tricolored heron primarily consists of fish, it is imperative to protect water quality and natural floodplain functions. The Tricolored heron primarily consumes topminnows and killifishes, along with various other small fish, crustaceans, insects, tadpoles, frogs, salamanders, lizards, and spiders.

## HABITAT

Tricolored herons are commonly found in various habitats such as fresh and saltwater marshes, estuaries, mangrove swamps, lagoons, and river deltas (Frederick 1997). Their range extends from Massachusetts, through the Gulf of Mexico and Caribbean, all the way to northern Brazil. Breeding locations can also be observed along the Pacific Coast from Baja California to Ecuador. In Florida, Tricolored herons are prevalent permanent residents, although they may be less abundant in certain areas of the Panhandle.



*Photo Courtesy of heronconservation.org*

## THREATS

The tricolored heron encounters numerous challenges to its population, including the ongoing expansion of wetlands. Similar to other avian species residing in estuaries, the tricolored heron population is endangered by the presence of pollutants and pesticides (Rodgers 1997, Spalding et al. 1997). Additional threats encompass modifications to the hydrology of foraging regions, diminished availability of prey, and the detrimental effects of oil spills on crucial breeding, foraging, and roosting locations.

## RECOMMENDED ACTIONS

Wading bird populations in Florida rely heavily on the quantity and quality of their nesting and foraging habitats. Unfortunately, these habitats have significantly declined over the past century. Furthermore, the remaining wetland habitats have been altered due to changes in water quality, water quantity, and flooding patterns. These alterations can have a negative impact on the prey community composition and abundance, which in turn affects the foraging success and energy

intake of wading birds.

Water-body restoration projects and floodplain conservation development techniques are critical in mitigating the threat to the Tricolored heron. The Orange Lake Restoration Project is one of many mitigation activities launched by the City of New Port Richey.

Although New Port Richey's western municipal boundary is located approximately one mile from the waters of the Gulf of Mexico, coastal reaches of the Pithlachascotee River traverse the City. The City's Comprehensive Plan Coastal Management Element boasts the Coastal Transfer of Development Rights (TDR) program, which allows the transfer of development rights from city-owned properties within the CHHA to other properties within the CHHA that are suitable and desirable for development or redevelopment. Once the development entitlements have been transferred from one property to another, the sending property is re-designated to the Conservation land use category, under which it must remain in perpetuity. The City could develop a streamlined process similar to this process for applicants to transfer development rights from areas inundated by the Special Flood Hazard Area to uplands or otherwise developable land. Preserving natural floodplain functions plays a significant role in the conservation of wading birds and their food sources.

## **PROJECTS**

The City of New Port Richey has put in substantial effort to conserve critical habitat and to restore the natural and beneficial functions of the floodplain. The purpose of this section is to document the City's dedication to conservation and restoration.

### **SIMS PARK**

One of the City's feature water resources is Orange Lake, located within Sims Park. Sims Park is depicted on the City's open space map under CRS Activity 420. According to the open space calculations, approximately 3.9 acres of Sims Park is located within the Special Flood Hazard Area (SFHA).

The City has taken action to restore Orange Lake to its natural state. The Orange Lake Restoration Project has several components; dredging of Orange Lake and the installation of a CDS Unit to prevent pollutants from entering into the lake, restoration of banks and planting of littoral shelves, modification of existing outfalls to control water levels, installation of aeration/diffuser system for complete water mixing, and finally construction of an educational boardwalk and overlook with public access feature. Improving the water quality and overall function of Orange Lake is expected to benefit the overall health of the Pithlachascotee (Cotee) River and the Coastal Springs Watershed. According to the Capital Improvement Program report (FY 2015/2016 – FY 2019/2020), the total cost of the Orange Lake Restoration Project was \$940,000.00.

The Final Project Summary of Dredging Operation (Appendix B) indicates a significant amount of trash and debris was removed from Orange Lake. Smaller particles, such as sediment and silts, were removed as well through the dewatering process. All material was removed from the site and the site was graded back to its original condition.

### **JAMES GREY PRESERVE**

According to the City of New Port Richey Parks and Recreation Master Plan, the James E. Grey Preserve is a 94-acre nature park/preserve. The James E. Grey Preserve is depicted on the City's open space map under CRS Activity 420. According to the open space calculations, approximately 68.8 acres of James Grey Preserve is located within the Special Flood Hazard Area (SFHA). The preserve is owned and maintained by the City and is a sanctuary for more than 150 bird species including the Bald Eagle. The James E. Grey Preserve is designated as open space on the City's Future Land Use Map and will be protected in perpetuity.

### **PASCO COUNTY GREENWAYS, TRAILS, AND BLUEWAYS MASTER PLAN**

The City supported Pasco's County's effort to develop the Pasco County Greenways, Trails, and Blueways (GTB) Master Plan (Appendix C). The Master Plan Working Group was comprised of regional, county, municipal, state, federal, and stakeholder representatives, including the City's Parks and Recreation Director. The GTB Master Plan's purpose is to guide the planning of enhancements to existing and development of new greenways, trails, and blueways to increase connectivity. The Master Plan is not a detailed design and engineering study of individual trails but rather a documentation of guidance and best practices designed to inform decisions on further developing the greenway, trail, and blueway system. The Master Plan offers recommendations for potential future trail opportunities and connections and provides strategies for implementation and regulatory actions.

### **CLOSURE**

The anticipated result of the recommended actions will further the City's goals to restore the natural functions of the floodplain and maintain its natural habitat for protected flora and fauna, as well as contribute to the rise in population of the species of focus.



# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

**TO:** City of New Port Richey City Council  
**FROM:** Chris Fitch, Fire Chief  
**DATE:** 9/3/2024  
**RE:** Resolution No. 2024-17: Adopting the City of New Port Richey Disaster Preparedness Guide

**REQUEST:**

The request before you this evening is to approve a resolution which will officially adopt the City of New Port Richey's Disaster Preparedness Guide.

**DISCUSSION:**

As you are aware, the City of New Port Richey has a Disaster Preparedness Guide as part of our emergency management program, allowable by Florida State Statute 252.38. One of the requirements we have recently been made aware of while going through the Community Rating System (CRS) process, is the need to have the City of New Port Richey Disaster Preparedness Guide formally adopted by City Council. The purpose of the Disaster Preparedness Guide, is to provide uniform guidelines for the effective coordination of actions necessary to prepare for, respond to, recover from and mitigate natural or manmade disasters which might affect the health, safety, or general welfare of residents. The Disaster Preparedness Guide includes governmental situation and authority, geographic analysis, hazard analysis, stages of preparedness as well as critical facility elevations and surge heights with associated mapping. A major part of the Disaster Preparedness Guide are the individual department operational plans that aid in allowing for effective coordination between departments in regard to response and recovery strategies. Lastly, current contact information of city staff that play a vital role in emergency management as well as elected officials, is included in the Disaster Preparedness Guide to ensure proper communications can be made when needed.

**RECOMMENDATION:**

Staff recommends City Council adopt the resolution as submitted.

**BUDGET/FISCAL IMPACT:**

There is no fiscal impact

**ATTACHMENTS:**

Description	Type
☐ Resolution 2024-17	Resolution Letter
☐ City of New Port Richey Disaster Preparedness Guide	Backup Material



**RESOLUTION NO. 2024-17**

**RESOLUTION BY THE CITY COUNCIL OF THE CITY OF NEW PORT RICHEY, FLORIDA, APPROVING THE CITY DISASTER PREPAREDNESS GUIDE AS ATTACHED HERETO.**

**WHEREAS**, the City of New Port Richey has developed a disaster preparedness guide to facilitate emergency operations within the City in the event of a disaster or state of emergency; and

**WHEREAS**, the City Council wishes to approve the disaster preparedness guide in the best interest of the public health, safety and welfare.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of New Port Richey, a Florida municipal corporation, through its City Council, in regular session assembled this date, does hereby adopt and approve the City Disaster Preparedness Guide attached hereto, and directs that the provisions thereof be implemented within the City by the City Manager.

**IT IS FURTHER RESOLVED** that the City Manager is hereby authorized to make changes to the adopted plan as necessary to address the future needs of the City and the adopted plan, as revised from time to time, shall remain in full force and effect unless and until amended or terminated by the City Council.

**DONE AND RESOLVED** this 20th day of August, 2024.

ATTEST:

\_\_\_\_\_  
Judy Meyers, CMC, City Clerk

\_\_\_\_\_  
Alfred C. Davis, Mayor

Approved as to form:

\_\_\_\_\_  
Timothy P. Driscoll, City Attorney

CA Approved 8-8-24

# 2024 DISASTER PREPAREDNESS GUIDE



THE CITY OF  
**NEW PORT**  
**RICHEY**  
FLORIDA

# Table of Contents

- I. Introduction \_\_\_\_\_ 2**
  - Purpose \_\_\_\_\_ 2
  - Scope \_\_\_\_\_ 2
  - Methodology \_\_\_\_\_ 3
  - Plan Organization \_\_\_\_\_ 3
  - Assumptions \_\_\_\_\_ 3
- II. Governmental Situation and Authority \_\_\_\_\_ 3**
  - Governmental Organization \_\_\_\_\_ 3
  - New Port Richey EOC \_\_\_\_\_ 5
- III. Geographic Analysis \_\_\_\_\_ 6**
  - Geographical, Climatological and Topographical Characteristics \_\_\_\_\_ 6
- IV. Hazard Analysis \_\_\_\_\_ 6**
  - Levels of Disaster \_\_\_\_\_ 6
  - Damage Potential \_\_\_\_\_ 7
  - SLOSH Surge Analysis SURGE HEIGHTS, and ELEVATIONS of critical facilities \_\_\_\_\_ 8
- V. STAGES OF PREPAREDNESS - Pre-Event, Event, and Post-Event \_\_\_\_\_ 9**
  - PRE - EVENT \_\_\_\_\_ 9**
    - Hurricane Threat over 72 hours out \_\_\_\_\_ 9
    - Citizen & staff notification warning system \_\_\_\_\_ 10
    - Hurricane Watch 36-48 hours out \_\_\_\_\_ 11
    - Recall \_\_\_\_\_ 11
    - Records Management \_\_\_\_\_ 12
    - Hurricane Warning 24-36 hours out \_\_\_\_\_ 13
    - City Shelter \_\_\_\_\_ 13
  - EVENT (During the Storm) \_\_\_\_\_ 13**
    - TASK FORCES \_\_\_\_\_ 13-14
  - POST - EVENT \_\_\_\_\_ 15**
    - Special consideration for TASK Force members \_\_\_\_\_ 15
    - Recovery \_\_\_\_\_ 16
  - Maps - Task Force Teams \_\_\_\_\_ End

## **I. INTRODUCTION**

### ***Purpose***

The purpose of the Disaster/Hurricane Plan is to provide uniform policies and procedures for the effective coordination of actions necessary to prepare for, respond to, recover from and mitigate natural or manmade disasters which might affect the health, safety, or general welfare of individuals residing in New Port Richey.

The City's Disaster/Hurricane Plan is designed to accomplish the following:

- Minimize suffering, loss of life, personal injury, and damage to property resulting from hazardous or emergency conditions.
- Provide Departmental guidelines to assist the emergency management system, which addresses all aspects of emergency preparedness, response, recovery, and mitigation.
- Minimize disaster related material shortages and service system disruptions, which would have an adverse impact on the residents of the City.
- Provide immediate relief and promote short-term and long-range recovery following a disaster.
- Outlines the City's procedures for reacting promptly to save lives and protect property when threatened or hit by a disaster or major emergency

### ***Scope***

The New Port Richey Disaster/Hurricane Plan is designed for use in various levels natural disasters in operating in storm related events.

The plan:

- Establishes policies and procedures under which the City of New Port Richey government will operate in response to disaster and emergencies.
- Addresses the various types of emergencies associated with natural disasters which could occur and procedures for disseminating warnings and supplementary instructions, regarding such events.
- Establishes direction and control responsibilities for conducting disaster response and recovery operations.
- Specifies the responsibilities of elected and appointed local government officials, department directors, and other responding agencies.
- Provides a framework for expeditious, effective, and coordinated deployment of City resources.
- Outlines procedures for county, state, and federal assistance when the magnitude of a disaster has exhausted local resources.

### **Methodology**

The City of New Port Richey departments worked in conjunction with the Emergency Operations Center (EOC) Operations Group in the production of this document. The City will provide a copy of the Disaster/Hurricane plan on an annual basis to the EOC of Pasco County. Departments will be responsible for assuring their individual departments plan to meet the overall City's Plan.

### **Plan Organization**

The NPR Disaster Plan is comprised of the following elements:

- The basic plan consists of the Introduction; Governmental Situation and Authority; Geographic Analysis; Hazard Analysis; Stages of Preparedness, Individual Department Plan and Appendices.
- The recovery element outlines the procedures for damage assessment; requests for federal disaster assistance, to include public assistance, and individual assistance; and hazard mitigation.

### **Assumptions**

The following assumptions can be made with respect to the plan:

- City resources will be available;
- If City resources are insufficient assistance may be sought from Pasco County sources;
- If Pasco County resources are insufficient, assistance may be sought from state sources after Pasco County Board of County Commissioners (BOCC) has issued a Declaration of a State of Local Emergency and the county requests such assistance; and
- If Pasco County and state resources are insufficient to cope with a disaster, the Governor will request federal assistance through a Presidential Emergency or major disaster declaration and receive federal assistance.

## **II. GOVERNMENTAL SITUATION AND AUTHORITY**

### **Governmental Organization**

#### **Normal – Pasco County**

The Board of County Commissioners (BOCC) consisting of seven elected officials, with one acting as Chairperson. The County Administrator is appointed by, and reports to, the Board of County Commissioners.

#### **Normal – City of New Port Richey**

The City of New Port Richey is governed by a City Council consisting of five members elected at large. One member is elected as the Mayor/Council member who presides at meetings and is recognized as the official head of the government for all execution of legal

Instruments, all ceremonial purposes, and by the governor for the purpose of military law. The City Manager is appointed by, and reports to, the City Council.

#### Emergency – Countywide

Under emergency conditions, the county transforms to a specialized disaster response organization. The BOCC, as the governing body of Pasco County, a political subdivision of the State of Florida, is vested with certain regard to emergency management pursuant to Chapter 252, Florida Statutes. One aspect of such authority is the power to declare a “State of Local Emergency”. During a state of local emergency appropriate portions of the emergency management ordinance (e.g. price gouging, curfew, restrictions on sale of certain items, etc.) shall be implemented. With regard to the other powers conferred by Chapter 252, once an emergency has been declared, all remaining authority under paragraph 252.38 (6) (e) is delegated to the County Administrator for emergency operations.

This authority pertains to:

- Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community.
- Entering into contracts.
- Incurring obligations.
- Employment of permanent and temporary workers.
- Utilization of volunteer workers.
- Rental Equipment.
- Acquisition and distribution, with or without compensation, of supplies, materials, and facilities.

#### Emergency – City of New Port Richey

Under emergency conditions, the City transforms to a specialized disaster response organization as explained below:

##### City Council:

The City Council, as the governing body of the City of New Port Richey, a political subdivision of Pasco County, is vested with certain authority in regard to emergency management pursuant to Chapter 252, Florida Statutes. One aspect of such authority is the power to declare a “State of Local Emergency”. The City Council is comprised of five City Council Members including the Mayor. In the absence of the Mayor, the Vice-Mayor shall serve in his/her place. No quorum is needed to exercise the authority delegated, but action shall be taken by majority vote of those members present.

City Council’s role during an emergency shall include:

- Promulgates this plan for safeguarding life and property of the New Port Richey citizens.

- Provides continuation of effective, orderly governmental control required for emergency operations through all phases of an impending or actual disaster.
- Executes agreements with State and Federal disaster relief agencies.

**City Manager:**

The City Manager will be responsible for full activation of this plan and for directing preparedness, response, recovery and mitigation operations. The City Manager will also be responsible to the City Council for coordination and operation of all services and operation of all municipal departments. All public information bulletins and broadcasts released within the City Government shall be cleared through the City Manager or the Emergency Management Director, which is the Fire Chief.

In pursuit of his emergency duties, the City Manager shall utilize all available resources of city government as reasonably necessary to cope with the situation.

This authorization includes:

- Performing public work and taking prudent action to ensure the health, safety, and welfare of the community.
- Entering into contracts.
- Incurring obligations.
- Employing permanent and temporary workers.
- Utilizing volunteer workers.
- Renting Equipment.
- Acquiring and distributing with or without compensation supplies, materials, and facilities.
- Appropriating and expending public funds.

***New Port Richey EOC:***

The City of New Port Richey pre-storm meetings will take place at City Hall. Upon activation of the City Disaster Plan, the City EOC will be located at the Recreation & Aquatic Center. While the City of New Port Richey will be coordinating with Pasco County throughout any storm event, experience has shown that the City will need to be able to take care of itself during and after an event. This section is designed to provide a guideline for the disbursement and positioning of personnel and equipment so that re-entry into the City after a storm event is accomplished in an efficient and methodical manner. It is also important that all pre and post- incident administrators know that the game plan is and where the City's resources can be found.

The City of New Port Richey Emergency Management Command Staff is comprised of the City Manager, Fire Chief, Chief of Police, and the Public Works Director.

The City of New Port Richey will provide a representative at the Pasco County Emergency Operations Center to coordinate activities between the County and the City response and

recovery elements. The City Clerk will attend all meetings to formally record procedures and decisions. The City Attorney will attend upon request or as needed and provide legal counsel to the Mayor, City Council, and City Manager as required prior to, during, and after the emergency.

### **III. GEOGRAPHIC ANALYSIS**

#### ***Geographical, Climatological and Topographical Characteristics***

New Port Richey is located in Pasco County on the west central coast of Florida. The City includes an area of approximately five (5) square miles and is bounded on the north by the City of Port Richey and Pasco County. The west by Pasco County and the Gulf of Mexico and finally bounded to the east and south by Pasco County. The City of New Port Richey is to be considered part of the Tampa Bay area.

Average mean annual temperature in Tampa is 72.2 degrees (F). The normal daily fluctuations in temperature in the winter months are from the low 40's to the low 70's, while during the summer months the temperature ranges from the low 70's to the low 90's. The average annual rainfall is 42.86 inches.

The terrain is generally flat with a shallow water table. The elevation in the City ranges from below sea level to approximately 35 feet above sea level. Approximately 75 percent of the City is located in areas designated as flood zones in the Flood Insurance Rate Map (FIRM) series. Flooding is a very real threat and predicted storm surges must be taken into account when determining a course of action for location of the City EOC and placement of equipment

### **IV. HAZARD ANALYSIS**

#### ***Levels of Disaster***

Florida Statute 252 defines a disaster as any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in declaration of a state of emergency by County, the Governor, or the President of the United States. FS.252 also identifies disasters by the severity of resulting damage as follows:

- Emergency – Any occurrence, or threat thereof, whether natural, technological, or manmade, in war or in peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property.
- Minor Disaster – one that is likely to be within the response capabilities of local city and county government and to result in only minimal need for state or federal assistance.
- Major Disaster – one that will likely exceed city and county capabilities and require a broad range of state and federal assistance.
- Catastrophic Disaster – one that requires massive state and federal assistance, including immediate military involvement.



***Damage Potential***  
**(Surge Heights Modified / Specific to County)**

**Category 1**

Sustained winds of 74 to 95 miles per hour. Damage primarily to shrubbery, trees, foliage and unanchored mobile homes. No real damage to other structures. Some damage to poorly constructed signs. Flooding at barrier islands and low-lying coastal roads inundated, minor pier damage, some small craft in exposed anchorage torn from moorings. Storm surge four (4) to eight (8) feet above normal with riverine flooding up to six (6) feet means sea level (MSL).

**Category 2**

Sustained winds of 96 to 110 miles per hour. Considerable wind damage to shrubbery, trees, foliage, some trees blown down. Major damage to exposed mobile homes. Extensive damage to poorly constructed signs. Some damage to roofing materials of buildings; some window and door damage. No major damage to inland buildings. Considerable damage to piers, marinas and small craft in unprotected anchorage. Storm surge nine (9) to twelve (12) feet above normal with riverine flooding up to nine (9) feet (MSL); damage and flooding as described in Category 1.

**Category 3**

Sustained winds of 111 to 129 miles per hour. Foliage torn from trees, large trees blown down. Practically all poorly constructed signs blown down. Some damage to roofing material of buildings; some window and door damage. Some structural damage to small buildings. Mobile homes destroyed. Serious flooding along barrier islands and coast, with larger structures being damaged and small structures destroyed by waves and floating debris. Storm surge thirteen (13) to seventeen (17) feet above normal with riverine flooding up to thirteen (13) feet (MSL).

**Category 4**

Sustained winds of 130 to 156 miles per hour. Shrubs and trees blown down. All signs blown down. Extensive damage to roofing materials, windows and doors. Complete failure of roofs on many small residences. Complete destruction of mobile homes. Major damage to lower floors of structures near the coast or on barrier islands due to flooding, waves and floating debris. Storm surge eighteen (18) to twenty (20) feet above normal with riverine flooding up to fifteen (15) feet (MSL).

**Category 5**

Sustained winds of 157 miles per hour or higher. Shrubs and trees blown down, considerable damage to roofs of buildings; all signs down. Very severe and extensive damage to windows and doors. Some complete building failures. Small buildings overturned or blown away. Complete destruction of mobile homes. Major damage to lower floors of all structures less than 15 feet above sea level within 500 yards of shore. Storm surge greater than twenty (20) feet above normal.

Saffir-Simpson Hurricane Scale

Storm Category	Central Pressure	Winds (mph)	Storm Surge (ft.)
1	>28.94	74-95	4-5
2	28.50-28.91	96-110	6-8
3	27.91-28.41	111-129	9-12
4	27.17-27.88	130-156	13-18
5	<27.17	>156	>18

*This model uses average storm surge heights. The SLOSH and MEOW storm surge models predict even greater storm surges based upon a number of variables that were not used in the Saffir-Simpson model (a high of 8 feet for a cat. 1 to 25 feet for a cat. 5).*

**SLOSH Surge Analysis SURGE HEIGHTS\* of**

Critical Facilities

Facility	Elevation	SLOSH y,x Coord.	Category 1	Category 2	Category 3	Category 4	Category 5
<b>Police Department</b> 6739 Adams St	13'	33,4		13.4	19.5	21.9	23.8
<b>Fire Station # 1</b> 6333 Madison St	12'	33,3		13.4	19.5	21.9	23.8
<b>Fire Station # 2</b> 6121 High St	23'	33,4					23.8
<b>Wastewater Treatment Plant</b> 4730 Main St	10'	34,4	10.4	13.2	18.2	18.2	22.9
<b>Public Works Department</b> 6132 Pine Hill Rd	20'	34,2					22.9
<b>Water Production Plant</b> 9747 DeCubellis Rd	28'	32,2					
<b>Recreation &amp; Aquatic Center</b> 6630 Van Buren St	*34'	33,3				21.9	23.8
<b>City Hall</b> 5919 Main St	12'	33,3		13.4	19.5	21.9	23.8

\*Upstairs (EOC) is 34.2', Downstairs (gymnasium) is 28.1'

Predicted Surge Heights are in relation to mean sea level (MSL). Therefore, to determine the maximum amount of surge at the site, subtract the land elevation from the predicted surge height. Predicted surge heights reflect a 20% increase to the potential surge height to compensate for model accuracy plus an additional (1 foot) increase to compensate for a high astronomical tide. Particular SLOSH Grid Cells were not modeled. However, a similar SLOSH Grid Coordinates were selected based on distance from Critical areas

## V. STAGES OF PREPAREDNESS - PRE-EVENT, EVENT, AND POST-EVENT

The plan identifies three levels of preparedness in managing a Hurricane Incident. The **Pre-Event** addresses those activities leading up to and preparing/planning for the Storm. The next is **Event** itself and what activities individuals will do during the storm event. And finally, the **Post-Event** those actions that will be carried out immediately after the storm when it is safe to release the operation people from their staging/shelter locations

### ***PRE - EVENT***

The city will conduct pre-storm meetings at City Hall, and upon activation of this plan, operate out of its own Emergency Operation Center located at the Recreation & Aquatic Center. All operations will be coordinated with the Pasco County Emergency Operation Center (EOC). The City Manager in coordination with the Fire Chief must then decide to activate the City's EOC and update Department Directors of the impending situation.

### ***Hurricane Threat over 72 hours out***

This phase begins when the probability of landfall is greater than 15 percent (approximately 72 hours before predicted landfall). This is a time of heightened participation between the City and the County EOC. City EOC representatives are in constant contact with the City Manager's office or his/her designated Incident Commander/Unified Command Staff.

- Maintain normal department operations
- Department staff meeting to inform all personnel of storm alert and to review plan and duties.
- Review procedures, test flashlights, department radios (800 Vhf or low band) cell phones, laptops etc.
- Fuel all vehicles and portable equipment
- Process purchase order for any supplies that may be needed

### **Receiving Official Hazardous Weather Information**

- National Weather Service (NWS)
- Nixle Mobile Text Alerts
- Mobile Weather Apps
- Email Alerts
- Pasco County Emergency Management
- Florida Division of Emergency Management
- 911 Communications

## **Citizen notification warning system**

The City of New Port Richey has adopted the CEMP (Community Emergency Management Plan) from Pasco County Emergency Management Center which describes methods and techniques that would warn citizens of different disasters such as: Hurricanes, Tropical Storms, Flooding, Hazardous Materials, and Fires.

Examples of warning devices are as follow:

- Door to door contact
- Police and Fire Vehicles to canvas areas utilizing Public Address system
- City Website
- Television Weather Reports
- Local Radio stations
- Social Media Platforms
- Nixle Mobile Text Alerts
- Press Releases

## **City Staff Notifications**

- Staff Meetings
  - Emailed Weather Reports
  - Weekly Tropical Reports
  - Daily Tropical Reports; With Activity in Gulf
  - Nixle Mobile Text Alerts
  - Memorandums
- 
- All critical weather information including observed weather conditions should be reported to the EOC as well as reported back to the National Weather Service (NWS) Office in Ruskin by calling (813) 645-2323

### ***Hurricane Watch 36-48 hours out***

The City Manager or his/her designee will determine the staffing levels needed based on the size of the disaster, expected damage or additional personnel. When the disaster is 36-48 hours before landfall the City Manager will then require department directors or designees to begin calling in essential personnel and required to appear to specified location 8 hours prior.

- Maintain normal department operations. Monitor conditions on a regular basis.
- Gather information from Energov, a list of contractors and active building permits shall be placed in good location.
- Construction sites will be notified to make provisions to secure loose objects.
- Fuel vehicles and a full inspection of the vehicle shall be conducted by staff (Inspectors)
- Check status of the Emergency Operation Center at the County Building and maintain constant communications with the City's EOC.
- Check with City's EOC to review plan and duties.
- Staff to plan personal arrangements for safety of family and property, including locations and telephone numbers.
- Gather and store copies of, Florida Building Code (FBC), City Code, Comprehensive Plan, Permit Placards (both printer and handwritten), Elevation Certificates, CRS/ISO data, and any other important copies. Determine if copies should be made and stored in separate locations, back up GIS computer and laptops.
- Download the current Pasco County Property Appraiser GIS data and print out a report of all current property owners.
- Obtain bottle water and buy coolers for vehicles and for area for the permitting and office staff.

The Staffing Levels are:

- Level I – Essential personnel as designated by: Chief of Police, Fire Chief, Public Works Director, and Building Officials.
- Level II – Essential personnel along with additional personnel on requests from each department.
- Level III – All city employees and at this point if they have not already done so, all departments will begin implementation of individual departmental plans.

### **Recall**

All Department Directors are required to establish a recall policy for their respected departments. Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

## Records Management

While it is important to back up paper files electronically whenever possible, many City departments' paper files are irreplaceable due to current administrative use, age and archival significance, or other possible factors. Regardless of whether or not a department has backed up its paper files, preservation of hard copy files is crucial not only as a historical record of daily City business, but also to enable City business to operate during a crisis, and continue operating smoothly once the crisis is past.

A list of crucial administrative and archival documents would include, but not be limited to, the following examples:

- Architectural plans, plats, permits, and schematics;
- Project records;
- Deeds, claims of lien, and satisfactions of lien;
- Contracts and agreements;
- Accounts payable and receivable items;
- Human Resources employment and benefit records;
- City Council agendas, minutes, ordinances, and resolutions;
- Budgetary and other City plan documentation.

The State of Florida's General Records Schedule GS1-SL is an excellent source for determining what is and is not a crucial document.

When relocating files, each department shall be responsible for making arrangements for their documents' move to a safe location, and proper protection from potential water damage (wrapping cabinets with plastic sheeting and sealing with duct tape; other safe storage procedures).

### Record Management for Category 1 and 2 storm

In the event of category 1 storm event or a light category 2 with a small storm surge, city departments shall relocate their file cabinets into interior rooms that are away from windows and doors that may be broken out during the storm event.

### Record Management for Category 2 strong with high tidal surge expectation and/or Category 3 storm

In the event of category 2 storm event with a high tidal storm surge or a category 3 storm event, city departments shall relocate their file cabinets to a second floor interior room away from windows. Potential storage locations are Fire Administration conference room and/or City Managers conference room. It shall be a priority to appropriately secure the windows in which the City Clerks files are stored.

### Record Management for Category 4 and 5 storm

In the event of a category 4 storm event or greater it has been decided that the City shall remove and relocate those records that are vital to the Cities overall operation. Department Directors shall notify the City Clerk of the quantity and size of the file cabinet and maintain an inventory of which file cabinets are to be relocated on an annual basis prior to the start of every hurricane season. (prior to June 1<sup>st</sup>) This

information is required to anticipate the appropriate vehicle/vehicles required to accomplish the task.

**Hurricane Warning 24-36 hours out**

- Cease normal department operations. City Manager will issue notification to all employees regarding work schedules to department directors.
- Maintain constant communication with City’s EOC.
- Personnel to stack all important files and equipment as high as possible to minimize damage (staff)
- Vehicles fuel tanks need to be top off. (Inspectors)
- Inspectors will begin to survey City for damage or threatened damage from impending storm.
- Be prepared upon order from the EOC to cease all department operations and implement evacuation procedures.
- Drive City vehicles to predetermined location for access after the storm. Vehicles should be packed with supplies for after the storm.

**City Shelter**

At the discretion of the City Manager, The City may open the New Port Richey Recreation and Aquatic Center located @ 6630 Van Buren St., New Port Richey, FL 34653, 727-841-4560, to the City staff and their immediate families. Prior to Hurricane season, all Department Heads will provide the number of employees and their family members that will be attending the shelter at the Recreation and Aquatic Center in the event of a disaster. Those utilizing the shelter should be completely self-contained; refer to the Shelter “What to bring list” see appendix. Please keep in mind that space in the shelter is limited. There may not be enough staff to maintain the shelter. All shelter users are requested to clean any areas they utilize such as the kitchen and restrooms.

All employees should have made prior arrangements for housing of family pets. No animals, except registered service animals, will be allowed in the shelter or on the grounds of the shelter. Day Care Services are not available at the shelter. Families with children will need to provide supervision of their children at all times.

***EVENT (During the Storm)***

**TASK FORCES**

HEAVY TASK FORCE

- (2) Patrol Officers & (2) Police Vehicles
- (1) Building Official & (1) Vehicle
- (1) Fire Engine & (4) Fire Personnel
- (1) PW Equipment Operator
- (1) Loader with Root Rake Attachment
- (1) PW Truck Driver & (1) Dump Truck

LIGHT TASK FORCE

- (2) Patrol Officers & (2) Police Vehicles
- (1) Building Official & (1) Vehicle
- (1) Fire Engine & (4) Fire Personnel
- (1) PW Equipment Operator
- (1) Tractor with Clam Shell Bucket
- (1) PW Truck Driver & (1) Dump Truck

(4) PW Maintenance/Utility Personnel  
(2) PW Service Trucks, gas & (3) Chain Saws

(4) PW Maintenance/Utility Personnel  
(2) PW Service Trucks, gas & (3) Chain Saw

\*Note\* Currently the City is trying to get Duke Energy to authorize one (1) Electric Utility Service Truck and one (1) Progress Energy Lineman to be assigned to Heavy Task Force #1.

TASK FORCE STAGING DURING Category 1 and 2 Hurricane Event:

The City will maintain local positioning of the EOC and equipment. The primary EOC center will be the New Port Richey Recreation & Aquatics Center.

Task Force Staging will be located at four (4) locations, dependent on conditions:

- Heavy Task Force #1 - Public Works Operations Center - 6132 Pine Hill Road
- Heavy Task Force #2 - Recreation & Aquatic Center - 6630 Van Buren Street
- Heavy Task Force #3 - Fire Station #1 - 6333 Madison Street
- Light Task Force #4 - Fire Station #2 - 6121 High Street

\*Note: Building official personnel will be staged with Task Force #2 and #3. Fire Inspectors will also serve as damage assessment personnel in Task Force #1 and #4.

Equipment & personnel will be assigned to four (4) Task Forces. Task Forces consist of the above personnel and equipment.

Normal telephone communications are expected to be in working order. Each department should have a complement of cell phones and radios available for communication with the EOC and pre and post-incident command staff.

TASK FORCE STAGING DURING Category 3 and 4 Hurricane Event:

At this level storm event, winds in excess of 131 mph with an average storm surge of greater than 13 feet can be expected.

- **New Port Richey Recreation & Aquatic Center – 6630 Van Buren Street**

TASK FORCE STAGING DURING Category 5 Hurricane Event: may locate at the following locations determined by EOC Command Staff:

- **Pasco Hernando State College Conference Center, West Campus – 10230 Ridge Road, New Port Richey, Florida 34654: MOU**
- **Calvary Chapel Church; 6825 Trouble Creek Road, New Port Richey, Florida 34653: MOU**

Upon returning to the City, the EOC will be located at the New Port Richey Recreation & Aquatic Center



### **Task Force Leaders**

Responsibilities for Task Force Leader will consist of:

- Organizing predetermined incident objectives
- Hold all safety briefings at the beginning and end of all operational periods
- Monitor work progress and make changes, when necessary
- Keep supervisor informed of progress, changes, and resources status/needs
- Coordinate activities with other Task Forces and single resources
- Submit situation and resource status information to Division, Group Supervisor

### **Special consideration for TASK Force members**

- Areas may seem unfamiliar due to storm damage, damaged structures, missing street signs, and landmarks missing or destroyed
- Many deceased bodies may affect the working abilities of TASK Force members. The deceased are not to be moved until Police Department can give a detailed investigation of death.
- Roads cluttered with storm debris
- Power lines down entangled with trees. Extreme caution should be utilized when dealing with power lines down. Power lines may be energized even though they are broken from service poles/lines. Lines may be re-energized from a homeowner's use of a generator back feeding through a transformer. All lines shall be considered energized until confirmed from Electric Company representative.
- Standing/Running Water
- Widow makers
- Every intersection should be considered as a 4 way stop
- Hazardous chemicals
- Wild animals, snakes, rats, ants
- Sanitary or Biohazards

\*The Police Chief may impose a curfew to maintain security.

### **POST - EVENT**

After the storm passes, the post storm incident command status begins. The actual transition from pre to post-storm status should begin during the event. This becomes an operation planning stage, as there is very little to do until the storm passes.

The top priority immediately after the storm event is Life Safety. Task Forces once released from the staging areas must remain focused on their objectives. As they make their push of debris and materials they shall perform a hasty or primary search for survivors. Task force leaders shall be documenting what the conditions of what they observed and document their finding on an ICS 214 form. This information is vital for the planning of the next operation period and instrumental in considering additional resources (manning and/or equipment). Once a hasty or primary search orders will be given to begin to conduct a complete and thorough secondary search and utilize the FEMA marking system.

## Resource Request

Any additional resource such as equipment and or manpower needs to be requested in writing via ICS 213 form (General Message). The ICS 213 form will need to be validated by the task force leader with his/her signature. Items on the ICS 213 form should include the needs; date and time required, location required, and amount required. Please give a very detailed description for your request. Your request should then be forwarded to the Operations Chief for his/her signature. After the validation of the request is done it will then be forwarded to the Pasco EOC to be filled at a local request or forwarded to the state to be filled by the State of Florida EOC.

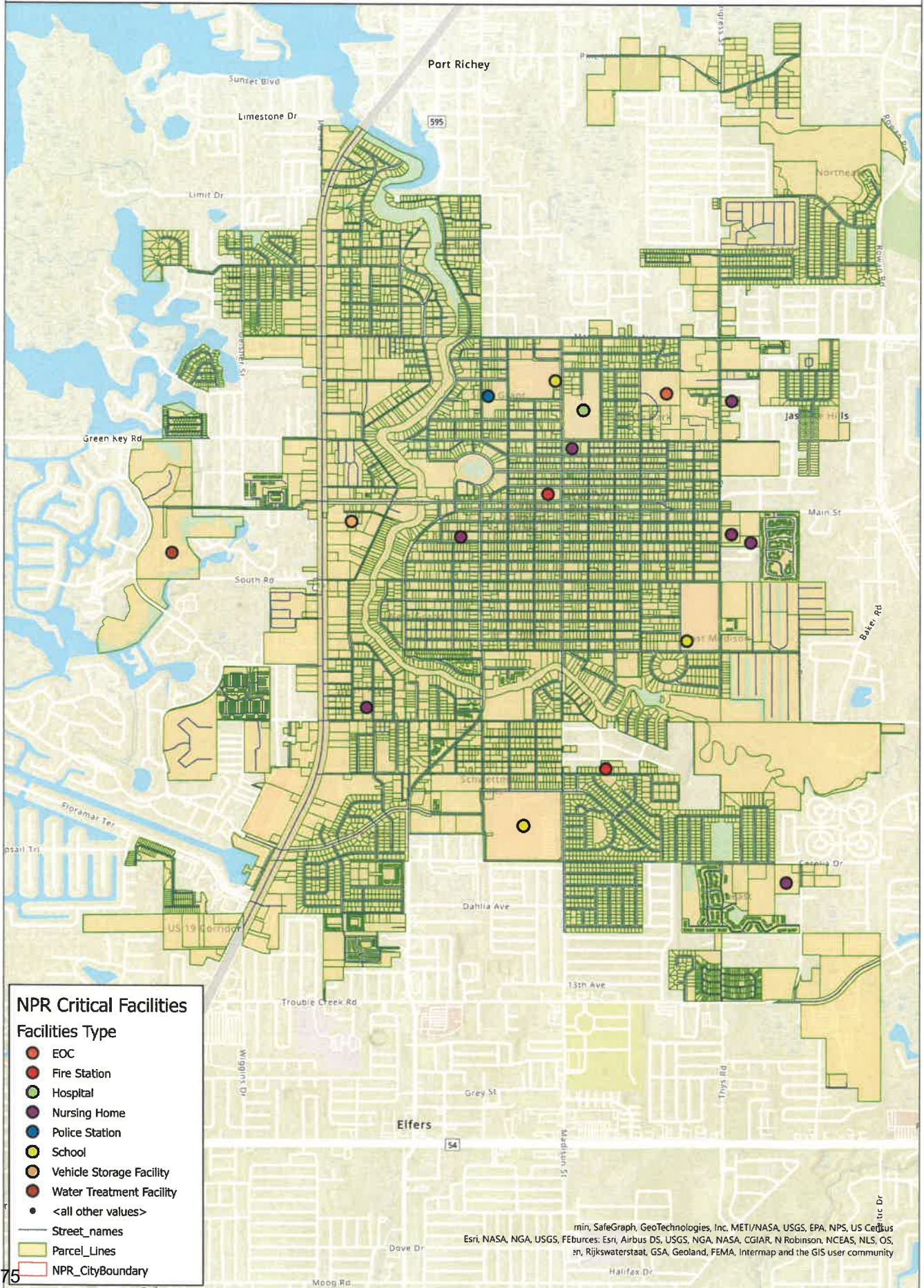
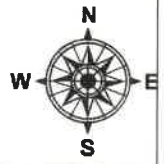
## Recovery

The City Manager will advise when City staff will begin returning to their work stations. The City's Building Official shall inspect all work places to ensure that they are habitable for use. The severity of the storm will determine back-up stations on a department by department basis. Once the initial damage assessment has been conducted it shall be determined by the City Manager/Incident Commander what part of each departments post disaster plan shall be implemented. If minimal damage to the City is identified it should be possible for each department to follow their plan. If major damage is identified then some departments may be required to enact their plan partially. This would be due to their employees being assigned to other departments to perform duties that may take priority over their departmental functions. The EOC and incident command center will relocate to the New Port Richey Recreation & Aquatics Center based on Initial Damage Assessments and the direction of the Incident Commander.

- Individual departmental activities will commence, if possible. A severe storm could make re-entry into the City or access to facilities problematic. The first priority is to open up access to facilities and equipment. Access to U.S. 19 will be a priority as access to and from the north and south becomes paramount, for emergency needs and transportation to all areas of the City. The clearing of Main Street and Madison Street to the north (from Morton Plant North Bay hospital) and Marine Parkway (from the old HCA hospital) to the south will keep east/west access available.



# Community Rating System (CRS) Critical Facilities Map



### NPR Critical Facilities

#### Facilities Type

- EOC
- Fire Station
- Hospital
- Nursing Home
- Police Station
- School
- Vehicle Storage Facility
- Water Treatment Facility
- <all other values>

- Street\_names
- Parcel\_Lines
- NPR\_CityBoundary

min, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census  
 Esri, NASA, NGA, USGS, FEBurces: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS,  
 zn, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community

# **CITY MANAGER**

# **CITY CLERK**

## City Manager/City Clerk Administrative Office

### **PURPOSE**

The 2024 Disaster Plan establishes a framework for the Administrative Offices through which the City of New Port Richey may prevent or mitigate the impacts of, prepare for, respond to, and recover from a wide variety of disasters that could adversely affect the health, safety or welfare of citizens and visitors to New Port Richey. Additionally, the City must retain its ability to conduct business as soon as possible after the disaster. Provisions must be in place allowing for flexibility of direction, coordination and method of operation. This plan is based on the principle that local government bears the initial responsibility for emergency preparedness, response and recovery. Only after local resources are depleted or proven to be inadequate should the city request relief from the next higher level of government.

### **PERSONAL READINESS PLAN**

During the hurricane season (June 1<sup>st</sup> through November 30<sup>th</sup>) all personnel shall maintain a keen awareness of the tropical storm situation in the Gulf, Atlantic and the Caribbean. As storms develop and move in a potentially threatening course we must all be prepared to take whatever actions that will be necessary if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service, all personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will insure the safety of the employee's family and possessions while he or she is away at work helping the community. The City Manager has the overall responsibility for emergency planning; coordination of resources; and the conduct of disaster assistance and recovery activities.

### **RECALL**

The City Manager has the right to cancel all vacations. All/some personnel are considered essential personnel and need to be in a ready status when called upon to come to work. Other staff (depending on your department) shall also be required to report for duty at the discretion of the Department Director or his/her designee. All staff may be asked to work outside of their normally assigned duties in order to meet the overall city's goals. (On a case-by-case basis)

The City Manager or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

### **RESPONSIBILITIES OF PERSONNEL**

#### **City Manager**

The City Manager will be responsible for full activation of this plan and for directing preparedness, response, recovery and mitigation operations. In pursuit of his emergency duties, the City Manager shall utilize all available resources of city government as reasonably necessary to cope with the situation. The City Manager shall be the Emergency Manager upon activation of this plan. This authorization includes:

- Performing public work and taking prudent action to ensure the health, safety, and welfare or the community.
- Entering into contracts.
- Incurring obligations.
- Employing permanent and temporary workers.
- Utilizing volunteer workers.
- Renting Equipment.
- Acquiring and distributing with or without compensation supplies, materials, and facilities.
- Appropriating and expending public funds.

The City Manager will advise the Mayor and members of the City Council of all situations and developments, which would alter the normal functions of the City Government. Keep City Council briefed on all impacts of the emergency and response initiatives being undertaken. To advise the City Council when an emergency had been declared and when it's over.

The City Manager will be responsible to the Mayor and members of the City Council for coordination and operation of all services and operation of all municipal departments. All public information bulletins and broadcasts released within the City Government shall be cleared through the City Manager or the Emergency Management Director.

Additional responsibilities include the following:

- Activate the City of New Port Richey Emergency Plan.
- Devise the procedures to conduct city business when confronted with an emergency situation.
- Transfer the direction, personnel, or functions of city departments or divisions for the purpose of performing or facilitating emergency operations.
- Direct both the fire and police chiefs regarding emergency procedures to ensure a coordinated effort and team approach.
- Direct the efforts of all city departments/divisions through department heads with regard to the development and evolution of this plan.
- Coordinate the activities of the departments, divisions and other agencies in preparing for, and operating in, disasters.
- Receive, review, and approve departmental emergency operations plans.
- Establish procedures for document recovery efforts and expenses and act as the city's applicant agent in accordance with state and federal disaster assistance programs.
- Coordinate evacuation operation with department heads.
- Provide coordination of volunteer resources.
- Augment coordination with Pasco County EOC.
- Act as the cities PIO to disseminate information to media outlets at the EOC during briefings or delegate accordingly.

**Executive Assistant to the City Manager**

- Establish a system for reporting, analyzing, displaying and disseminating emergency preparedness information.
- Provide direction and control of public information through the preparation and release of official information and statements by city officials.

- Provide response to inquiries by media representative and official visitors concerning travel, lodging, feeding and other guidance.
- Provide technical coordination with the commercial broadcast media.

**City Clerk**

- Maintain and protect City records.
- Record and maintain all Council mandates.
- Coordinate the shutting down of the Administrative Offices and the protection of office equipment.
- Protect and preserve the vital and essential records of the City of New Port Richey during a disaster. Identify and make sure that all records and equipment are appropriately safeguarded.
- Assist in the activation and operation of the City EOC.
- Monitor and record all actions of the City Council during and after an emergency until the City returns to normal operations.
- Identify necessary equipment to be transported and set up where necessary, so that the Clerk can function during the course of the disaster.

**STAGES OF PREPAREDNESS, Pre-Event, Event, Post -Event**

**Hurricane Threat over 72 hrs out**

**City Manager**

- Consider shared employees: capabilities that can be utilized in other areas.
- Maintain normal department operations.
- Department staff meeting to inform all personnel of storm alert and to review plan and duties.

**Executive Assistant to the City Manager**

- Ensure department head and Mayor/Council emergency contact lists are updated. Retrieve pertinent information from staff meeting called by City Manager.
- Compile information for Press Releases. Retrieve pertinent information from staff meeting called by City Manager.

**City Clerk**

Verify protection supplies

- Plastic sheeting
- Duct tape
- Plywood panel, 45" x 45"
- Plywood panels to cover clerk's office windows

## **Hurricane Watch 36-48 hrs out**

### **City Manager**

The City Manager or his designee will determine the staffing levels needed based on the size of the disaster, expected damage or additional personnel. When the disaster is 36-48 hours before landfall the City Manager will then require department directors or designees to begin calling in essential personnel and required to appear to specified location 8 hours prior.

The Staffing Levels are:

- Level I – Essential personnel as designated by: Chief of Police, Fire Chief, Public Works Director, and Building Officials.
- Level II – Essential personnel along with additional personnel on requests from each department.
- Level III – All city employees and at this point if they have not already done so, all departments will begin implementation of individual departmental plans.
- Announce that an alert is in effect.
- Notify the Mayor, City Council, and Department Directors
- At the City Manager's discretion, call a meeting of all Department Directors, Council Members, Media, and other emergency personnel to update and review prospective procedures.

### **Executive Assistant to the City Manager**

- Maintain normal operations.
- Print name on masking tape with indelible marker, and affix said tapes to the sides of computers (CM's & EA's), monitor, keyboard, telephone, office furniture, and files.
- Cover electronic equipment in plastic sheeting, and seal with duct tape. Move electronic equipment into CM's conference room.
- Stack all furniture, file cabinets, and boxes in the center of the room, cover with plastic, and seal with duct tape.
- Prepare all essential records and office equipment for transport to a safe area in the event of a Category 3 through 5 storm. Office equipment to include, but not be limited to: computers; printers; copy paper and basic writing equipment.
- Monitor news sources and weather bulletins.

### **City Clerk**

- Maintain normal operations.
- Print name on masking tape with indelible marker, and affix said tapes to the sides of computer, monitor, keyboard, telephone, office furniture, and files.
- Cover electronic equipment in plastic sheeting, and seal with duct tape. Move electronic equipment into windowless rooms, if possible.
- Stack all furniture, file cabinets, and boxes in the center of the room, cover with plastic, and seal with duct tape.
- Prepare all essential records and office equipment for transport to a safe area in the event of a Category 3 through 5 storm. Essential records to include, but not be limited to:



Minutes; Ordinances; Resolutions, Code Book; Vehicle records; Agreements; Comprehensive plan; Historic files; Archive records.

- 21 file cabinets, 21" x 53" x 25"
- 3 file cabinets, 36" x 29" x 19"
- Office equipment to include, but not be limited to: computers; printers; tape recorders; tapes; CDs; DVDs; copy paper and basic writing equipment.
- Monitor and record all actions taken by the City Council.
- Monitor news sources and weather bulletins.

### **Hurricane Warning 24-36 hrs out**

#### **City Manager**

- Cancel all leaves.
- Place all personnel on standby.
- Cease normal department operations. City Manager will issue notification to all employees regarding work schedules to department directors.
- Maintain constant communication with City's EOC.
- Be prepared upon order from the EOC to cease all department operations and implement evacuation procedures.

#### **Executive Assistant to the City Manager**

- Check communication procedures. Verify contact numbers.

#### **City Clerk**

- Cover file room window opening with plywood panel (aided by Maintenance personnel if available).
- Cover office windows with plywood panels (CM, CC, & EA).
- Cover open paper with plastic sheeting, seal with duct tape, and move away from window openings as is possible.
- Cover notebook cabinets with plastic sheeting, seal with duct tape, and move away from window openings as is possible.
- Ensure that fireproof/waterproof file cabinets are locked. Seal cabinet drawer openings with duct tape.

In the event of a Category 3 through 5 storm:

- Identify all essential records and office equipment for transport.
- Order truck (s) from Public Works and supervise loading of vital public records and office equipment.
- Transport to safe area (Recreation & Aquatic Center).
- Prepare to implement Event actions.
- Monitor and record all actions taken by the City Council.

### **Event (During the Storm)**

#### **City Manager**

- Stay in constant communications with City's EOC.
- Prepare for meetings for outcome of event.
- Prepare for recovery operations with City's EOC.

#### **Executive Assistant to the City Manager**

- Monitor news sources and weather bulletins.
- Assist CM and inform him of weather bulletins.

#### **City Clerk**

- Monitor news sources and weather bulletins.
- Prepare for meetings of the City Council.
- Monitor and record all actions taken by the City Council.

### **Post-Event**

#### **City Manager**

- Coordinate recovery operations.
- Coordinate requests for manpower, supplies, and/or equipment through appropriate agencies.
- Conduct public information meetings, as required.

#### **Executive Assistant to the City Manager**

- Keep City Council, Department Directors, media, and visitors aware of concerns and information.

#### **City Clerk**

- Monitor and record all actions by the City Council.
- Return essential records and resume normal operations.

# **PLANNING & DEVELOPMENT**

## Planning and Development Department

### **PURPOSE**

The Planning and Development Department Director and the Building Official may have Incident Command positions as prescribed by the Pre-Storm Incident Command Organization of the City of New Port Richey. The Planning and Development Department Director and the Building Official shall have functions in the Post- Storm Incident Command System as the Damage Assessment Section of the City of New Port Richey Organization chart may indicate.

- Personnel will address actions that should be taken **before** a disaster to reduce the damage to buildings and properties.
- The Development Department will inspect damaged buildings for structural stability and habitability after the incident.
- Personnel will begin to conduct damage assessment surveys as soon as possible **after** the incident and will take proper action necessary to **prevent access to unsafe structures** until such time they are repaired or demolished.
- This department is responsible for tracking activity including damage assessment, demolition, tree removal, replacement and construction of real property in the city limits.

### **RECALL**

When the National Hurricane Center/National Weather Service issues a hurricane watch, all personnel shall be prepared to report to duty if so ordered by the Department Director or his/her designee. If deemed necessary, there will be additional personnel on duty immediately before, during, and after the storm.

Personnel are encouraged to make personal preparations far in advance of a storm so that final preparations are minimal. All personnel are expected to conduct personal readiness activities after a watch is issued to enable them to report for work as needed.

The Department Director reserves the right to cancel all vacations and remain in ready status when called upon to come to work. Vacation requests will not be approved once a hurricane watch is issued. All personnel on authorized leave must make every reasonable effort to contact the Development Director within one (1) hour of a hurricane warning being issued to find out whether their vacation is being canceled.

Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

### **RESPONSIBILITIES OF PERSONNEL**

#### **Department Director: (DD)**

- May have other duties as assigned by Incident Command.

### **Building Official or Designee (BO)**

- May have duties assigned by the City's Emergency Operations Center.
- Will be assigned to Task Force duties immediately following storm event for Life Safety, Hazard mitigation and structure assessment.
- Conduct damage assessment.
- Ensure all Pre- Event Procedures are followed.
- Secure and power down City Hall.

### **Inspectors**

- Will be assigned to Task Force duties immediately following storm event for Life Safety, Hazard mitigation and structure assessment.
- Conduct damage assessment.

### **Development Personnel**

- Provide records management for all Development Department personnel.
- Assist in damage assessment, post storm.

### **Department Action**

This plan has been designed to meet the specific needs of a disaster to our area. In every disaster this department shall follow the Incident Command System as prescribed by FEMA. Development Department staff shall review, evaluate, and modify this plan as necessary. All key personnel shall complete the National Incident Management System (NIMS) Introduction course.

§ The **Incident Command System (ICS)** is a standard, on-scene, all hazard incident management system. ICS allows users to adopt an integrated organizational structure to match the needs of single or multiple incidents.

### **Employee Time-Keeping**

All department personnel assigned to a function during and after the storm shall be required to keep a personal time log using ICS form 214.

### **Planning and Development Department Incident Procedures**

This phase begins when the hurricane is expected to enter the Gulf of Mexico or when a specific track towards the gulf coast of Florida is possible, or when the City Manager determines that the procedures are necessary.

- Particular attention should be given to tropical updates and storm activity in general.

- The first hurricane planning meeting shall be called by the Planning and Development Director, Building Official or designee.
- The initial incident action plan shall be prepared at that meeting covering the pre-identified operational period between hurricane threat and warning.
- Subsequent planning meetings shall be called by the DD, BO or the Incident Commander as needed.

### **Records management**

Development Department will work with the IT department to assure that all electronic files are backed up in the pre storm event. All paper files will be handled in accordance with the City's plan. All required files will be updated on an annual basis or as needed.

## **STAGES OF PREPAREDNESS Pre-Event, Event, and Post-Event Pre-Event**

### **Hurricane Threat over 72 hrs out**

- Maintain normal department operations
- Department staff meeting to inform all personnel of storm alert and to review plan and duties.
- Check contents of Hurricane Preparedness kits using check list provided in each kit. **(See attachment 3).**

### **Hurricane Watch 36 - 48 hrs out**

- Maintain normal department operations. Monitor conditions on a regular basis.
- Construction sites will be notified to make provisions to secure site, loose objects and start shut down procedures.
- Fuel vehicles and a full inspection of the vehicle shall be conducted by staff.
- Check with City's E.O.C. to review plan and duties.
- Staff to plan personal arrangements for safety of family and property, including locations and telephone numbers.
- Gather and store copies of, FBC, City Code, Comprehensive Plan, and any other important documents.

### **Hurricane Warning 24-36 hrs out**

- Cease normal department operations
- Maintain constant communication with City's E.O.C.
- Computers and equipment will be raised off the floor and moved into an interior, windowless room if available and wrapped in plastic and secured with duct tape or the equivalent.
- GIS and designated equipment to be relocated to secure location.
- Fuel vehicles and prepare for relocation
- Relocate as per City Plan.

### **City Hall Building**

- Secure and power down City Hall when City Manager and/or Building Official determines necessary.

### **Event (During the Storm)**

After receiving the “Cease Activity order” all department personnel shall proceed to their respective safe shelter locations. (As assigned at the pre-event stage)

- Ensure that all supplies are restocked and readied prior to going back out to perform life safety, hazard mitigation and damage assessment.
- Take advantage of down time to get necessary rest.
- Task force personnel review standing orders for your assigned TASK Force group. These orders shall be executed in the event that there are no other communication in place immediately after it is deemed safe to go out and start life safety operations.

### **Post Event**

After the storm has passed each task force shall begin search and rescue operations in their assigned geographical area. The primary function is Life Safety and hazards mitigation. In the event that a category three (3) hurricane or greater makes land fall and all task forces are located together at a predetermined evacuation site, they shall follow specific routes that have been mapped out in order to make their way back into the City and to their assigned geographical areas.

- Inspectors assigned to Task Force shall ensure, recognize and advise team members of hazards before entering any structure.
- All required department personnel (full-time employees) will report to Development Department to collect data and perform post storm duties immediately after storm incident. Communications with division manager and department director if possible for conditions and location.
- Damage assessment on private and public properties will begin as soon as possible after the storm. Building Official and Inspectors. Office personal shall assist field inspectors with organizing and collecting data and recording
- Initial Damage Assessment is a drive-by report listing all damaged properties.
- Damage Assessment Teams shall consist of at least two individuals, one as the driver/navigator, and the other to assess and gather information.
  - Driver/navigator should be familiar with the area.
  - Assessors should be knowledgeable of the construction industry.
- The second report is the Detailed Field Worksheet and must be completed for each structure damaged.

### **Goals of Damage Assessment**

- Determine Impact
- To provide data required for Federal Assistance
- Identify and mark structures: SAFE or UNSAFE TO OCCUPY.

## Damage Assessment

- First Damage Assessment Report shall be complete in a timely manner after an event using the Survey123 mobile application (Fire, Code Enforcement and Development Department).
- Initial Damage Assessment (I.D.A.) worksheet must be completely filled out. **(See Attachment 1, Initial Damage Assessment Housing and Business Losses).**
- The Building Official, Inspectors or designee will revisit each site to initiate an initial inspection.
- The initial inspection shall include photographs, a description of damage and a severity of damage color classification. If a property is within the Special Flood Hazard Area (SFHA), Substantial Damage shall be documented.
  - Green – no visible structural damage and no evidence of water intrusion.
  - Yellow – Some visible structural damage or evidence of water intrusion and possible substantial damage.
  - Red – Significant Structural damage or significant water intrusion and obvious substantial damage.
- Yellow structures shall be re-examined by the Building Official for ultimate determination of substantial damage.
- Red Structures shall be posted as unsafe at the Building Official's direction.
- On Survey123, indicate the warning placard posted on structure.
- A list of damaged properties to E.O.C., and copy to the Development Department
- Posting Structure - see placards **(See Attachment 2)**.
  - No restriction on use or occupancy           GREEN
  - Habitable repairs necessary               YELLOW
  - Unsafe   RED
- Partnering with the City's Flood Risk and Preparedness Public Information Committee, if a property is determined to qualify under Substantial Damage, information on Substantial Damage and requirements for obtaining a building permit shall be left with the homeowner or occupant.
- Substantially Damaged properties will be allowed to make emergency repairs, but will be instructed to obtain after-the-fact permits. The cost of improvements to properties within the SFHA are tracked with building permits to ensure compliance with cumulative substantial damage regulations.
- Re-establishing permitting operations (Development Tech and others).
- Temporary covering roofs (blue tarp) and securing structure will be allowed without permits.
- Fallen trees can be removed under emergency conditions without a permit.
- All repairs require permits as directed by the damage assessment field report.
- All contractors will be licensed. Unlicensed contractors shall be reported to the police.
- Maintain constant communications with incident commander.



## Attachment 1

### Instructions - Initial Damage Assessment Housing Losses

- **COUNTY** – The term “COUNTY” refers to the name of the county where the reported damages occurred. Information reported on the Initial Damage Assessment-Housing Losses form is a composite of all such damages incurred within the stated “COUNTY”.
- **MUNICIPALITY** - Indicate the name of the municipality where these damaged house, living units, or manufactured homes are located.
- **INCIDENT: FLOOD, TORNADO, HURRICANE, OTHER** - The term “INCIDENT” refers to the tornado, hurricane, flood, fire, chemical spill, etc., which cause the need to file this report in the first place. Check the appropriate incident. If “OTHER” is checked, specify the incident by name.
- **ASSESSMENT TEAM** - Indicate the last name, first initial of those individuals responsible for conducting the damage assessment and for reporting the damages as shown.
- **INCIDENT PERIOD** - The “INCIDENT PERIOD” refers to the time span from when the incident occurred to when there is no longer a threat to people or their property. In the case of a hurricane, flood or even a fire, the “INCIDENT PERIOD” may encompass several days. In the case of a tornado the “INCIDENT PERIOD” is usually only one day. However, there are exceptions.
- **DATE OF SURVEY** - The term “DATE OF SURVEY” refers to the date the damage assessment was conducted. This may or may not be the date the incident occurred.
- **PAGE \_\_\_ OF \_\_\_\_\_** - Pages should be numbered in consecutive order with the total number of pages indicated on each page, i.e., 1 of 5, 2 of 5, 3 of 5, etc.
- **REF. NO.** - The term “REF. NO.” is an abbreviation for “reference number”. Each affected house, living unit, or manufactured home are to be numbered in consecutive order for ease in identification, totaling etc.
- **NAME OF OCCUPANT** - Indicate, if known, the name of the owner/renter occupant of the affected house, living unit or mobile home. However, ‘if the occupant is a renter, then you must also enter the name of the owner of the building on the INITIAL DAMAGE ASSESSMENT - BUSINESS LOSSES form.
- **STREET/ROUTE/ROAD/MOBILE HOME PARK/BLDG. NAME/DEVELOPMENT/ETC.** – Indicate the affected property’s site address, i.e., street address, route, road, mobile home park, building name, development, etc.
- **HOME** - Indicate one of the following:
  - **PRI**: The term “PRI” is an abbreviation for **primary** home. If the occupant lives in the home 50% or more of the year the home is considered their primary dwelling. If unknown, indicate “PRI”.
  - **SEC**: The term “SEC” is an abbreviation for **secondary** home. If the occupant lives in the home less than 50% of the year the home is considered their secondary dwelling. If unknown, indicate “PRI”.
- **TYPE** - Indicate one of the following:
  - **SF**: The term “SF” is an abbreviation for a **single family** type of home. Unless known otherwise, considered all stick-built, wood-frame and pre-fabricated housing units as “SF”.
  - **MF**: The term “MF” is an abbreviation for **multi-family** type of home. Multi-family dwelling units include all duplexes, apartments, and condominiums.

- MH: The term “MH” is an abbreviation for **manufactured** or mobile home.
- **STATUS** - Indicate one of the following:
  - OWN: The term “OWN” refers to ownership status of the home in question, i.e., whether or not the home is owned or rented.
  - RENT: The term “RENT” refers to the ownership status of the home in question, i.e., whether or not the home is owned or rented. If rented, then you must also consider the home to count as a business and enter the name of the owner and other appropriate information on the INITIAL DAMAGE ASSESSMENT – BUSINESS LOSSES form.
- **DAMAGES UNINHABITABLE)** - Indicate one of the following:
  - MIN: The term “MIN” is an abbreviation for “**minor**” damage. “Minor” damages when considering housing damages, are defined as physical damages which make the impacted home uninhabitable and have damages of 10% or less of the home’s replacement cost or fair market value. “MIN” damages are those which will require minimal repairs to doors, windows, floors, utilities, etc., to make the structure habitable again.
  - MAJ: The term “MAJ” is an abbreviation for “**major**’ damage. “Major” damages are defined as physical damages which make the impacted structure or facility uninhabitable and have damages between 11 % and 74% of the home replacement cost or fair market value. A home with extensive damages to its foundation, roof and walls would indicate “MAJ’ damages.
  - DEST: The term “DEST” is an abbreviation for “**Destroyed**”. “Destroyed” is defined to mean those homes which have been made uninhabitable as result of the incident and have damages in excess of 75% of the home replacement cost or fair market value. If reconstruction or relocation is the only options to restoring the home to its original use, then “DEST’ should be used.
  - NOTE: Consider older manufactured homes which have been flooded or overturned manufactured homes as being destroyed.
- **WATER LEVEL IN STRUCTURE** - In the event that flood waters entered the home indicate, in feet, the height of the water within the structure.
- **REPLACEMENT COST OR FAIR MARKET VALUE** - **Obtain** from the owner or occupant, or estimate from existing tax records, or give your best estimate of the fair market value or replacement cost of the damaged, destroyed , or otherwise uninhabitable home, to include contents. However, this does not include land value.
- **ESTIMATE DOLLAR LOSS** - Obtain from the owner or occupant, or give your best estimate, as to the estimated total dollar loss incurred as a result of the incident. Includes contents.
- **INSURANCE.** - Indicate one of the following:
  - HO: The term “HO” is an abbreviation for **homeowners insurance**. Indicate, to the best of your ability, whether or not the owner/occupant has homeowner’s insurance coverage. Leave blank if the answer is no. If unknown, leave blank.
  - NFIP: Indicate, to the best of your ability, whether or not the owner/occupant has flood insurance coverage. Leave blank if the answer is no. If unknown, leave blank.
- **ESTIMATE INCOME:** Indicate one of the following:
  - LOW: Based upon the guidance received from the local tax office, indicate, to the best of your ability, whether the owner/occupant has a low, medium, or high average annual income. In the absence of any guidance, utilize the following table as a general guide as to income levels:
    - Less than \$15,000      - LOW

- \$15,001 - \$30,000 - MED
- Greater than \$30,000 - HI
- MED: Based upon the guidance received from the local tax office, indicate, to the best of your ability, whether the owner/occupant has a low, medium, or high average annual income. In the absence of any guidance, utilize the above table.
- HI: Based upon the guidance received from the local tax office, indicate, to the best of your ability, whether the owner/occupant has a low, medium, or high average annual income. In the absence of any guidance, utilize the above table.

### Instructions - Initial Damage Assessment

#### Business Losses

- **COUNTY** - The term "COUNTY" refers to the name of the county where the reported damages occurred. Information reported on the Initial Damage Assessment-Housing Losses form is a composite of all such damages incurred within the stated "COUNTY".
- **MUNICIPALITY** - Indicate the name of the municipality where these damaged house, living units, or manufactured homes are located.
- **INCIDENT: FLOOD, TORNADO, HURRICANE, OTHER** - The term "INCIDENT" refers to the tornado, hurricane, flood, fire, chemical spill, etc., which cause the need to file this report in the first place. Check the appropriate incident. If "OTHER" is checked, specify the incident by name.
- **ASSESSMENT TEAM** - Indicate the last name, first initial of those individuals responsible for conducting the damage assessment and for reporting the damages as shown.
- **INCIDENT PERIOD** - The "INCIDENT PERIOD" refers to the time span from when the incident occurred to when there is no longer a threat to people or their property. In the case of a hurricane, flood or even a fire, the "INCIDENT PERIOD" may encompass several days. In the case of a tornado the "INCIDENT PERIOD" is usually only one day. However, there are exceptions.
- **DATE OF SURVEY** - The term "DATE OF SURVEY" refers to the date the damage assessment was conducted. This may or may not be the date the incident occurred.
- **PAGE \_\_\_ OF \_\_\_** Pages should be numbered in consecutive order with the total number of pages indicated on each page, i.e., 1 of 5, 2 of 5, 3 of 5, etc.
- **REF. NO.** - The term "REF. NO." is an abbreviation for "reference number". Each affected house, living unit, or manufactured home are to be numbered in consecutive order for ease in identification, totaling etc.
- **NAME OF BUSINESS / SITE LOCATION/ TELEPHONE NO.** - Indicate the name of the business or industry which incurred physical damages as a result of the incident. If more than one building or facility was affected per business or industry, summarize and report damages on one line only. Also enter the site location of the affected business or industry. For example, the site location would include the street, route, road, industrial park, etc., where the impacted structure is located. Also enter the business telephone number.
- **TENANT/ OWNER & TYPE BUSINESS** - Indicate whether the damaged structure and contents being assessed is owned by the business occupant or rented/leased by the business occupant, and thus a tenant. IF THE BUSINESS OCCUPANT IS A TENANT, ADD TO THE FORM A SECOND BUSINESS FOR THE OWNER OF THE BUILDING. Enter the kinds of products manufactured, stored,

shipped, treated, sold, etc., by the affected entity. If services are provided, indicate the type of service, e.g., catering, landscaping, legal, financial, etc.

- **EST. DAYS OUT OF OPERATIONS** - Estimate the number of days the affected business or industry will be inoperable as a result of the incident.
- **EMPLOYEES NUMBER** - Obtain from the owner or other officials the number of People employed by the business or industry. If not readily available, give best estimate.
- **EMPLOYEES COVERED BY U.I.** - Obtain from the employer or appropriate officials the number of employees covered by Unemployment Insurance. If the information is not readily available, give best estimate.
- **REPLACEMENT COST OR FAIR MARKET VALUE** - Obtain from the employer or other appropriate officials, or estimate from tax records the total replacement cost OR 'fair market value of the damaged business' land, structure and contents.
- **EST. DOLLAR LOSS** - Obtain from the employer or other appropriate officials the estimated total dollar loss incurred as a result of the incident. If the information is not readily available, give a best estimate. Include losses to inventory, equipment, furnishings, etc.
- **DOLLAR AMOUNT INSUR. COV.** - Obtain from the owner or other appropriate officials the estimated total dollar amount of insurance coverage. If unknown, enter "unk".
- **% UNINS. LOSS BUS. VALUE** - The "UNINS. LOSS BUS. VALUE" is an abbreviation for the percent uninsured loss to the value of the business. This value consists of the relationship between the business's total losses, its insurance coverage, and the replacement cost or total fair market value of land, structure and contents. The percentage is calculated by subtracting column 16 from column 15 and dividing that number by the dollar estimate listed in column 14. The entire result is then multiplied by 100%.
  - For example: Estimated Dollar Losses = \$32,000
  - Dollar Amount of Insurance Coverage = \$100,000
  - Total Fair Market Value (Land, Structure and Contents) \$995,500
  - Then, the %, uninsured loss to the value of the business is:  $[(\$325,000 - \$100,000) / \$995,500] \times 100\% = 22.6\%$  if the insurance information required under column number 16 "DOLLAR AMOUNT INSURANCE COVERAGE" is not known, then do not attempt to calculate the percentage to be entered under column 17. Simply, leave this column blank.
    - **IF COL. 17 IS: <40% MIN.** - If the percentage calculated and entered under column 17, 'UNINS. LOSS BUS. VALUE', is less than 40% check "MIN". Column 17 must have been filled out in order to complete this entry. If column 17 is left blank, also leave columns 18, 19, and 20 blank.
    - **IF COL. 17 IS: 40%-75% MAJ.** - If the percentage calculated and entered under column 17, "% UNINS. LOSS BUS. VALUE", is between 40% and 75% (inclusive), check "MAJ". Column 17 must have been filled out in order to complete this entry. If column 17 is left blank, also leave columns 18, 19, and 20 blank.
    - **IF COL. 17 IS: >75% DEST.** - If the percentage calculated and entered under column 17, "% UNINS. LOSS BUS. VALUE", is greater than 75%, check "DEST". Column 17 must have been filled out in order to complete this entry. If column 17 is left blank, also leave columns 18, 19, and 20 blank.

**Instructions**  
**Structural System Approach for Damage Assessment**

**DAMAGE CATEGORIES:**

- DESTROYED:** All structural systems damaged; dwelling cannot be inhabited
- MAJOR DAMAGE:** Four (4) or more structural systems damaged or destroyed, with over 50% total damage. Extensive repairs are necessary and habitation not possible before 30 days or longer.
- MINOR DAMAGE:** One (1) to three (3) structural systems damaged. Habitation is possible at this time with temporary or permanent repairs.

**OBSERVABLE SYSTEMS:**

In making visual inspection of dwelling, 4 structural systems may be observed:

- FOUNDATION:** If foundation is undermined, partially missing, sagging or shifted, it is damaged. With these conditions there is a good chance that the floor, exterior and interior walls are damaged including the electrical, heat and a.c. systems.
- FLOOR:** If floor has shifted, sagging, or submerged in water, it is damaged, there is a good chance that the exterior and interior walls are damaged, including the electrical, heat and a.c. systems.
- EXTERIOR WALLS:** If walls are missing, shifted, destroyed or cracked, it is damaged. There is a good chance that the roof, electrical, plumbing and interior walls are damaged.
- ROOF:** If the roof is missing, sagging, collapsed or submerged, it is damaged. There is a good chance that the exterior and interior walls are damaged.

**NON-OBSERVABLE SYSTEMS:**

The remaining four (4) structural systems that cannot be observed either by visual inspection or walk-through may have damage to them with the definitions outlined below:

- INTERIOR WALLS:** Interior walls are damaged if you can see through them from the exterior of the dwelling.
- PLUMBING:** If the water supply and/or waste water items are broken or contaminated, or if there is damage to the foundation, floor or exterior walls.
- HEAT/A.C.:** If the system is submerged, or unit vents or heat distribution system is missing, crushed or disconnected.
- ELECTRICAL:** If it is submerged or the service entrance or part of the exterior distribution system is missing, it is damaged.

**DAMAGE SCALE STANDARDS:**

**STANDARD 1 - GENERAL FLOOD (SLOW RISING WATER):**

Water Reaches Above Floor By:

Estimate Damage To Structure Is:	CB	Frame	Mobile Homes
Covers Floor	5%	10%	25%
2 Feet	10%	20%	40%
3 Feet	20%	30%	60%
4 Feet	30%	40%	70%
5 Feet	40%	50%	80%
6 Feet	50%	60%	90%
7 Feet	60%	70%	100%
8 Feet	70%	80%	100%
9 Feet	70%	90%	100%
10 Feet	75%	100%	100%

**STANDARD 2 - IMPACT DAMAGE (WINDSTORM. FLASH FLOOD):**

**Estimate Damage To Structure Is:**

Structure Condition	CB	Frame	Mobile Homes
• Roof damage into attics or one outside Wall damaged	7%	10%	18%
• Roof off or two outside walls damaged	15%	20%	30%/50%
• Roof off, one outside wall damaged or three outside walls damaged	25%	30%	45%/65%
• Roof off, two outside walls damaged or three outside walls damaged	35%	40%	45%/75%
• Roof off, three outside walls damaged	50%	50%	80%
• Roof off, outside and inner walls damaged	60%	60%	90%
• Roof off, outside and inner walls damaged one or more rooms damaged	65%	70%	90%
• Roof off, outside and inner walls damaged extensive damage and interior damage	90%	90%	100%
• Roof off, outside and inner walls damaged extreme damage to structure	90%	90%	100%
• Total destruction to foundation	100%	100%	100%

NOTE: The preceding percent-of -damage scales should be used as a RULE-OF-THUMB guide when performing preliminary catastrophe damage assessment surveys.

These scales are geared to the Coastal Areas of Florida



### Damage Assessment Address Listing

#	Address	OK	Repairs	Limited	Unsafe	Ut.OK
1	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# HABITABLE REPAIRS NECESSARY

This structure has been inspected (as indicated below) and minor structural damage has been found which does not appear to affect the structural safety of the building. Report any unsafe conditions to local authorities; re-inspection may be required. All damage repairs must comply with local building codes.

Exterior Only

Exterior and Interior

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

This facility was inspected under emergency conditions for:  
The CITY OF NEW PORT RICHEY, FLORIDA  
on the date and time noted.

Facility name and address: \_\_\_\_\_  
\_\_\_\_\_

Inspector: \_\_\_\_\_

Comments: Utilities: On Off (circle one) \_\_\_\_\_

**DO NOT REMOVE THIS PLACARD UNTIL AUTHORIZED  
BY GOVERNING AUTHORITY.**

# INSPECTED

## NO RESTRICTION ON USE OR OCCUPANCY

This structure has been inspected (as indicated below) and minor structural damage has been found which does not appear to affect the structural safety of the building. Report any unsafe conditions to local authorities; re-inspection may be **required**. **All damage repairs must comply with local building codes.**

Exterior Only

Exterior and Interior

**Comment** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

This facility was inspected under emergency conditions for:  
the CITY OF NEW PORT RICHEY, FLORIDA  
on the date and time noted.

Facility name and address: \_\_\_\_\_  
\_\_\_\_\_

Inspector: \_\_\_\_\_

Comments: \_\_\_\_\_ Utilities: On Off (circle one)

**DO NOT REMOVE THIS PLACARD UNTIL AUTHORIZED BY GOVERNING AUTHORITY**

# UNSAFE

## DO NOT ENTER OR OCCUPY

**WARNING:** This structure has been seriously damaged and is unsafe. Do not enter. Entry may result in death or injury.

Comment \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

This facility was inspected under emergency conditions for:

The CITY OF NEW PORT RICHEY, FLORIDA  
on the date and time noted.

Facility name and address: \_\_\_\_\_

Inspector: \_\_\_\_\_

Utilities:      On              Off      (circle one)

Comments: \_\_\_\_\_

**DO NOT REMOVE THIS PLACARD UNTIL AUTHORIZED  
BY GOVERNING AUTHORITY**

# APPROVED TO CONNECT

Water:       YES                       NO  
Sewer:      YES                              NO  
Electric:     YES                       NO  
Gas:        YES                                      NO

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

This facility was inspected under emergency conditions for:  
the CITY OF NEW PORT RICHEY, FLORIDA  
on the date and time noted.

Facility name and address: \_\_\_\_\_  
\_\_\_\_\_

Inspector: \_\_\_\_\_

**DO NOT REMOVE THIS PLACARD UNTIL AUTHORIZED  
BY GOVERNING AUTHORITY**

### **ATTACHMENT 3**

#### **HURRICANE KITS**

2 Cans spray paint  
1 can bug killer  
First Aid Kit (bandages/band-aids only)  
Flashlight  
1 pack AAA batteries (backup for flashlights)  
1 pack AA batteries (backup for digital cameras)  
1 roll duct tape  
1 roll caution tape  
Rain suit  
Boots  
2 pairs of gloves  
1 hard hat  
1 roll paper towels  
Assorted City Maps  
Assorted safety placards  
Staple gun with extra staples  
Hurricane ops guide  
4 clipboards  
Assorted office supplies (pens, markers, paper clips, post it notes)

# FINANCE

## **FINANCE DEPARTMENT**

### **PURPOSE**

The purpose of this section is to establish guidelines and assign responsibilities for emergency payroll and procurement of goods and services needed by various departments, during a critical incident or disaster, pursuant to the authorities granted to incorporated municipalities under Chapter 252, Florida Statutes. Pursuant to City of New Port Richey Municipal Code of Ordinances, a Declaration of Local State of Emergency may be issued. The methodology will be compliant with Pasco County, the State of Florida, and the federal government requirements to facilitate maximum opportunity for federal claim reimbursement.

### **Responsibility for Financial Management Operations**

The Finance Department shall be responsible for the financial management operations. It is the responsibility of the Finance Department to document and track all disaster related expenditures for the purpose of financial reimbursement.

The Finance Department monitors expenditures to ensure that statutory rules are met. In particular, the City must meet all requirements related to the Robert T. Stafford Act, as administered by the Federal Emergency Management Agency (FEMA).

This department monitors all sources of funds, tracks and reports to Incident Command the financial “burn rate” as the incident progresses. This allows Incident Command to forecast the need for additional funds before operations are affected negatively. This is particularly important if significant operational assets are under contract from the private sector.

With the assistance of other departments, the Finance Department will ensure proper daily recording of personnel time and equipment usage, in accordance with the finance and administration emergency policies. Personnel time records will be collected and processed for each operational period, as appropriate. These records must be completed using the ICS 214 Unit Log and turned in daily with the supervisor’s signature. Finance will be make sure that the information has been verified, checked for accuracy, and posted according to existing policies. Excess hours worked must also be determined, for which separate logs must be maintained.

## **PERSONAL READINESS PLAN**

During the hurricane season (June 1<sup>st</sup> through November 30<sup>th</sup>), all Finance personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean. As storms develop and move in a potentially threatening course, we must all be prepared to take whatever actions that will be necessary if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service, all Finance personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will insure the safety of the employee's family and possessions while he or she is away at work helping the community. (Refer to Attachment I for information regarding the development of a personal readiness plan).

## **RECALL**

In the event of an emergency, the Finance Director will arrange for adequate staffing in the absence of permanent staff. Depending on the severity level of the event, all employees, unless exempted, may be required to report to work at the off-site location and assigned duties as needed.

The Finance Director, or his/her designee, shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

## **RESPONSIBILITIES OF PERSONNEL**

The Finance Director and the Finance Department will conduct the following tasks:

- monitor and track all disaster response and recovery related expenditures, including personnel time and equipment, in accordance with FEMA guidelines,
- maintain accurate tracking and documentation of acquired, leased, and mutual aid equipment, supplies, and personnel,
- supply emergency funds to the incident command,
- provide regular status update to the Incident Commander for the status of financial resources, expenditures, and departments,
- provide technical assistance related to emergency purchasing procedures, and FEMA reimbursement requirements, and
- provide input in the development of Incident Action Plans and assist in long-term recovery planning.



An assigned staff person of the Finance Department will conduct the following tasks for contracted services:

- coordinate plans and supply sources,
- prepare and authorize contracts and agreements,
- interpret contracts and agreements and resolve disputes within delegated authority,
- establish contracts and agreements with supply vendors,
- complete final processing of contracts and send documents for payment, and
- brief Finance Director on current problems, recommendations, outstanding issues, and follow-up requirements.

### **STAGES OF PREPAREDNESS - Pre-Event, Event, Post -Event**

#### **Pre-Event**

The City will finance the immediate emergency response and recovery operations required by an event from the available funds within the current budget. In the event that the City qualifies for a federal disaster declaration which includes public assistance funds, the City will request post- disaster reimbursement for eligible expenditures.

When a critical incident or disaster strikes, the City will declare a Local State of Emergency and will suspend its purchasing policies and procedures. By the authority of Florida Statute 252.31-91 and local ordinance, emergency purchasing procedures come into effect. Prudent and sound business practices will be observed to the greatest extent possible during a critical incident or emergency situation.

The City may establish disaster accounts which may be funded to a level approved by the City Council. Sub-accounts will be established to reflect the reimbursement categories established by the FEMA Public Assistance program for the following activities:

- a. Debris Removal
- b. Protective measures
- c. Roads and, signs and bridges
- d. Water control facilities
- e. Buildings and Equipment
- f. Public Utilities
- g. Parks, recreation and other

This disaster account may be utilized during critical incidents and disasters by the City Manager, as authorized by the City Council. This fund shall be used to cover expenditures that affect departmental operations city wide.

At the beginning of each hurricane season, open purchase orders for emergency procurement will be established by the Finance Department. These purchase orders will be identified specifically as emergency purchase orders.

As necessary, following activation of the EOP, the Finance Department will be responsible for providing any additional information or guidance regarding financial documentation requirements.

When normal purchasing and contracting rules are suspended, it is incumbent upon the Incident Commander to advise city employees of the rules that are in effect for emergency purchasing and contracting.

Cash on Hand: On or about June 1<sup>st</sup> (start of hurricane season) a check request payable to the Deputy Chief of Police will be prepared in the amount of \$10,000. The City Manager and Finance Director will sign the request form which will be coded to petty cash (a balance sheet account) and logged in on a Petty Cash Audit Control Form. The cash will be stored in 10 envelopes, each containing \$1,000 (subject to the Finance Department Petty Cash Audit Procedures, including Log in Receipt and Record Procedures) and placed in the Finance Department safe. 72 hours prior to an event, the envelopes will be transferred to a safe at the Recreation Center. A receipt book should be included in each envelope. A designated person and one backup person will be assigned to handle all cash receipts.

- An itemized list should be presented and cash signed for.
- After purchase has been made, the receipt and any change should be turned in.
- Account information for the purchase should be addressed at this time.

On December 1<sup>st</sup> (post hurricane season), the cash is to be redeposited into the City's general obligation checking account.

Petty Cash Procedures: The following is a complete list of the custodians of Petty Cash Funds, their home departments and the amount of the fund:

<u>Custodian</u>	<u>Department</u>	<u>Amount</u>
Jeff Olds	Billing & Collection	\$175.00
Donna Hallmark	Recreation	\$175.00
Jennifer Fletcher	Police Department	\$175.00
Andi Figart	Library	\$175.00
Amanda Grisko	Public Works	\$175.00
Tina Anfuso	Fire Department	\$175.00

In the event of an emergency or disaster, secure your petty cash. If you do not feel that you have a place to secure it for several days, place it and any receipts in a locked bag or box. If you do not have either, place in a sealed container, clearly identify your department and turn your petty cash into the Finance Department, who will in turn place your package in the safe. If the Finance Department' safe is or becomes inaccessible, the contents will be transferred to the Recreation and Aquatic Center's safe.

### **Hurricane Threat over 72 Hours Out - Methods for Emergency Purchases**

At least 72 hours prior to when a disaster is expected to strike, the Finance Department personnel will determine what supplies or services are needed to immediately address the current incident objectives. At a minimum this will include bottled water and MRE's. The Finance Department will evaluate city inventories to determine if goods are available in city warehouses or other inventories available to the City before attempting to purchase the goods from a vendor.

Purchase Orders: If the resource is available from an approved vendor, a manual or system emergency purchase order will be issued. Manual purchase orders should be converted to system purchase orders when the system becomes operational. A manual or system emergency purchase order must be *authorized* by the City Manager or Finance Director before the supplier/vendor/contractor delivers the goods or performs the service.

Credit Card: City issued P-Cards and store specific credit cards (i.e. Sam's) are controlled and issued by the City's Finance Department. Cards are issued to named individuals previously approved by the City Manager. At least 72 hours prior to an expected disaster, P-card limits of the City Manager and Finance Director will be increased to \$20,000 to accommodate emergency purchases.

The City's *Purchasing Policy* provides authority to the City Council or City Manager to waive the competitive bidding process under certain circumstances. Furthermore, it allows exemptions from bidding for purchases arising out of or because of emergencies in which quick action is necessitated. If the exemptions in this department are invoked, a written determination of the basis for the emergency and for the selection of the particular contractor or vendor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall document the following:

- the contractor's name,
- the amount and type of the contract,
- a listing of the item(s) procured under the contract
- the identification number of the contract file

Supplier/Contractor/Vendor must indicate the assigned mission number on their invoice for payment. The mission number will be at a minimum, the mission/assignment number as designated by the City of New Port Richey and may also include an additional mission/assignment number for the County and the State.

Payroll: The City has made arrangements with its financial institution so that the last payroll (direct deposits only) can be reissued based on a phone call from an authorized representative of the City. Specific instructions will be placed in the Finance safe to be transported to the Recreation Center along with the petty cash envelopes.

**Hurricane Watch: 36-48 Hour Out**

Secure office -

- Secure vault or relocate cash drawers, deposits and petty cash to another undamaged city facility or to a secure off-site location for safekeeping.
- Computers and other electronic equipment should be secured, per standard instructions provided by Technology Solutions.
- Examine any legal document files and secure or relocate to alternate site.
- Examine other files, documents, equipment and supplies and protect or relocate to another undamaged city facility or to a secure off-site location for safekeeping.

Collection of necessary materials –

- Operational equipment, such as computers, printers, calculators, payment validators, phones, etc.
- Office Supplies, including writing tablets, pencils, pens, adding machine tapes, file folders, MICR Toner for checks, payment stubs, printed cash receipts, bank deposit slips, bank bags, etc.
- Supply of Purchase Order forms, Accounts Payable checks, and Payroll checks
- Copies of forms or originals to make copies
- Applicable reports and listings

**Hurricane Warning: 24-36 Hours Out**

Transfer a current backup of computer data files -

- At least 24 hours prior to an event a current backup financial data files will be taken to the offsite storage location.
- As an additional precaution, necessary sensitive data and documents will be stored on the Finance share drive and copied to at least two flash drives at the same time.

**Event (During a storm)**

Intentionally Left Blank

## **Post-Event**

### **Documentation of Personnel in Emergency Operations**

Personnel utilized in emergency operations will keep detailed time sheets with their dates, times, and duties performed. In addition, the mission number assigned by the City, Pasco County EOC, and/or the State will be noted next to each date worked as necessary. Again, these records must be completed using the ICS 214 Unit Log and turned in daily with the supervisor's signature.

### **Final Disposition of Financial Documentation**

The Finance Director shall be the person responsible for the final disposition of the documentation gathered under conditions of both presidentially-declared disasters and non-declared critical incidents and disasters. The final format will be hard-copy documentation with electronic copy back-up and the archives will be stored for a minimum of 5 years from the date of final payment from FEMA, in the Finance Department's office. The documentation will be provided to Pasco County and/or the State of Florida, as requested and in the format requested within an acceptable and customary time.

### **Post Disaster Procedures – Applies to both Divisions**

Assess the damage -

- If possible, have Technology Solutions assess the type and extent of damage to the equipment and/or communications network.
- If possible, have Finance staff from Accounting & Budgeting and Billing & Collection or other city personnel assess damage to vaults, files, office furniture and equipment.

Replacement or repairs of office equipment -

- Notify vendors to replace or repair damaged equipment.
- Damage to hardware or software will be handled by Technology Solutions personnel or refer to backup procedures in the Technology Solutions Disaster Recovery Plan.
- Determine continued operations capabilities.
- Assess site for possible continued operations, or need for temporary relocation.
- If needed, establish a temporary operations site in another City Hall facility or another secure location.

Restoration of service -

- The Accounting & Budgeting and Billing & Collection personnel will work in conjunction with all appropriate vendors and other departments to reestablish service at this or another designated facility.
- Contact Human Resources and notify them of the equipment and furniture, etc. that has been

damaged or destroyed.

- Solicit the assistance of Human Resources in completing appropriate insurance claim forms for submittal to the City's insurance carrier.

# **FIRE DEPARTMENT**

**PURPOSE**

The purpose of this emergency management plan is to have a written, uniform set of guidelines for fire rescue operations in the event of natural disaster. The plan should be updated annually and revised according to new information gained and lessons learned. All fire department personnel are responsible for being familiar with the plan and ready to carry out their designated duties before, during, and after a hurricane.

The primary function of the fire department is to provide the first line of defense and assistance to the community in the event of disaster. Initial activities following a hurricane will include the conducting of search and rescue operations, immediate triage and care of the most severely injured, restoration of emergency communications, and coordination of outside resources.

In post disaster environments the usual operational procedures are commonly modified to accommodate the unusual circumstances that emerge. For example, fire suppression only becomes a priority after a storm if the fire threatens lives. The rescuing of disaster victims and treatment of life threatening issues must always take priority.

New Port Richey is like many communities in that, they do not have the internal resources to cope with a large-scale disaster. Hurricanes can devastate an entire community leaving its residents dead or injured and without utilities, housing, food and water. The fundamental approach to disaster response must be conservation and proper allocation of resources while establishing a logistical pipeline to provide aid to the people of the community. This emergency management plan is designed to utilize available emergency resources to their highest capacity while coordinating assistance from around the region and state.

The fire department shall use the National Incident Management System (NIMS) to manage all disaster events. It is imperative that supervisory personnel maintain close supervision and accountability of their subordinates. Safety shall be a number one priority in any rescue operation. Because of the wide range of conditions that may exist after a major hurricane has passed it is very difficult to specifically identify post-storm response procedures for every situation. Personnel and their supervisors must be prepared to adapt to unusual conditions and follow any change of usual SOPs as necessary to meet the challenges of a disaster environment.

**PERSONAL READINESS PLAN**

During the hurricane season (June 1<sup>st</sup> through November 30<sup>th</sup>) all personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean. As storms develop and move in a potentially threatening course we must all be prepared to take whatever actions that will be necessary if our area is hit. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service, all fire-rescue personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will insure the safety of the firefighter's family and possessions while he or she is away at work helping the community. (Refer to Attachment I for information regarding the development of a personal readiness plan).



## **RECALL**

When the National Hurricane Center/National Weather Service issues a hurricane watch, all off duty shift and staff personnel shall be prepared to report to duty if so ordered by the Fire Chief or his/her designee. If deemed necessary, there will be additional personnel on duty immediately before, during, and after the storm.

Personnel are encouraged to make personal preparations far in advance of a storm so that final preparations are minimal. All personnel are expected to conduct personal readiness activities after a watch is issued to enable them to report for duty as needed. The shift on duty when a warning is issued may be required to remain until relieved by the Fire Chief or his/her designee. Personnel reporting to work prior to a storm, or recalled for a storm, will bring with them sufficient toiletries, clothing, bedding, food, and water to last for a minimum of 72 hours.

On-duty personnel will not be released from duty in order to secure their personal property. Personnel should have enacted their personal readiness plan and be adequately prepared prior to reporting for duty. Personnel recalled for storm coverage will report for duty at station 1.

The Fire Chief reserves the right to cancel all authorized leave if emergency conditions require additional manpower. Leave requests will not be approved once a hurricane watch is issued. All personnel on authorized leave must make every reasonable effort to contact the on duty District Chief within one (1) hour of a hurricane warning being issued to find out whether their leave is being canceled.

All certified firefighting personnel are considered essential personnel and need to be in a ready status when called upon to come to work. The administrative staff (non-fire certified) shall also be required to report for duty at the discretion of the Fire Chief or his/her designee. The administrative staff may be asked to work outside of their normally assigned duties in order to meet the overall cities goals. (On a case by case basis)

Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

## **RESPONSIBILITIES OF PERSONNEL**

### **FIRE CHIEF or Designee:**

- Shall be assigned to the City's Emergency Operations Center.
- As part of a unified command system, shall work with the City Manager, Police Chief, and the Director of Public Works to coordinate overall emergency operations.
- Shall direct overall Fire/Rescue operations
- Shall keep the City Manager advised regarding the operational status and readiness of the Fire Department.
- Shall mobilize the Fire Department in the event of an emergency if deemed necessary.
- Shall maintain communications with the City representative at the Pasco County Emergency Operations Center.
- May assign a staff member to the Pasco County EOC to act as a liaison at the Operations Desk.
- Shall act as the Fire Rescue Department Public Information Officer (PIO) or assign a designee to operate in that capacity.

**ASSISTANT FIRE CHIEF:**

- Shall direct the immediate field operations of the Fire Department.
- Shall maintain communications with the Fire Chief and advise him or her of recent/relevant developments.
- Shall maintain communications with area hospitals
- Shall be responsible for the acquisition and disbursement of Fire Department emergency equipment and supplies.
- Duties to be assigned to the on duty District Chief in the absence of the Assistant Chief.

**DISTRICT CHIEF:**

- Shall ensure adherence to all hurricane procedures.
- Shall insure the serviceability of front line and reserve apparatus.
- Shall maintain a list of sources of equipment that might be needed during a disaster.
- Shall be responsible for insuring power equipment and generators are functional.

**COMPANY OFFICERS:**

- Shall supervise the personnel under their command in rescue and firefighting operations.
- Shall ensure adherence to all hurricane procedures.
- Shall maintain communications and consult with the District Chief in charge.

**FIREFIGHTERS:**

- Shall promptly execute all orders.
- Shall maintain the operational readiness of the apparatus.
- Shall maintain fuel, oil, battery charge, and water at recommended levels for all apparatus.

**STAGES OF PREPAREDNESS Pre-Event, Event, and Post-Event**

**Pre-Event**

**Hurricane Threat over 72 hours out**

- Monitoring the storm looking for potential impact for planning purposes.
- Notify employees to prepare impending storm.
- Inform employees to finalize their family plan and be prepared to execute it.

**Hurricane Watch 36-48 hours out**

- Immediately notify all Administrative staff of Phase I status.
- Conduct a briefing in order to:
  - Preview specific assignments.
  - Preview availability of personnel, supplies, and equipment.
- Place all personnel on stand-by status via cell phone.
- Once placed on stand-by status all personnel shall enact their personal readiness plans.
- All personnel are to continue to maintain cell phone and phone availability and be ready to report to duty immediately if a recall is ordered.

- All Station Officers will have all apparatus and equipment inspected for serviceability. All vehicles and equipment will be fueled and kept topped off.
- When fueling apparatus, personnel shall attempt to obtain at least one case of spray paint and a large Sharpie marker from the supply room at the Public Works Fleet Maintenance/Warehouse complex.
- All Station Officers will see that all personnel under their control review this plan.
- Fire Stations shall be prepared and secured.
- The reserve apparatus will be checked for readiness and equipped as directed by the Fire Chief. The condition of these units will be reported to the on duty District Chief.
- The on duty shift will locate and test all radio equipment and ensure that there is an ample supply of charged portable radio batteries for all Department radios.
- The EMS Coordinator will contact all local hospitals and establish communications with them as to any special needs from our Department, procedures to follow during the emergency, and availability of beds.
- The City's Emergency Operations Center will be activated.
- Prepare emergency supplies for distribution to the Fire Stations.
- The Fire Chief may cancel authorized leaves as required.
- All fire and rescue duties will continue as normal until such time as weather conditions prohibit further operations and a cease activity order is issued.
- Computers and equipment will be raised off the floor and moved into an interior, windowless room if available and wrapped in plastic and secured with duct tape or the equivalence. Tough books will then be utilized for all computer needs as needed.
- Prep ½ of our chain saw inventory with tree chains.

## **SECURING FIRE STATIONS**

Immediately upon the issuance of a hurricane watch all Station Officers will prepare their stations by:

- Insuring that all doors, windows, and other openings are secured with plywood panels, or materials as supplied by the city. (located in the fire station bays)
- Securing all City owned property that is inside the garage areas and outside the station. All loose equipment or articles not permanently secured are to be stored or tied down in a safe area.
- Checking all apparatus for operational readiness, i.e.; fuel, oil, water, etc.
- Making preparation for receipt of additional personnel and supplies.
- Fill all air cylinders and oxygen cylinders.
- Remove all loose equipment and materials from floors and window areas to protect them from possible water damage.
- Prepare aluminum boat from Public Works and insure engine operability.
- Procure sandbags and place where necessary.
- When the cease activity order is issued all apparatus will be placed in the garage areas, nose in, with the back of the apparatus placed as close to the garage doors, as is safely possible, to help give added structural support to the doors and minimize the likelihood of the apparatus cab being damaged during the storm.
- All storm personal storm supplies shall be brought to predetermined staging area.

## Hurricane Warning 24-36 hours out

- All Fire Department personnel shall be recalled if not already done.
- All personnel shall report to Station 1 to receive their assignments.
- Hurricane equipment and supplies shall be distributed for use by the fire department, if so directed by the City Manager and/or Fire Chief.
- Once assignments are received personnel shall report to their assigned posts.
- The Fire Chief shall maintain contact with the Pasco County EOC for hurricane updates.
- Personnel shall perform all necessary firefighting and rescue operations as directed or required until such time as weather conditions require the issuance of a cease emergency activity order.

## Emergency Operations

- City Emergency Operations Center (EOC) in full operation.
- The District Chief in charge shall establish command and implement the incident command system for tactical operations in the field.
- The Fire Department will continue all requests for emergency response until conditions are deemed unsafe at which time the Fire Chief will issue a cease activity order to Dispatch who shall announce the cease activity order over the radio.
- Once a cease activity order is issued, Dispatch shall screen and prioritize all calls for recovery period operations.
- The Fire Chief or designee shall continue to maintain a close contact with the Pasco County EOC.
- Fire command staff shall monitor all station and communications status.
- During the height of the hurricane, everyone must take necessary actions to protect themselves and equipment from wind and/or flood damage.

## CEASE EMERGENCY ACTIVITY ORDER

As hurricane conditions intensify, a time will come when further outside fire rescue operations will become too dangerous to continue. While, historically, this has been an arbitrary point, the decision should be based on wind speed, visibility, flooding, access, and any other conditions that can compromise the safety of emergency personnel. The Fire Chief has determined that the wind speed that will be considered as the benchmark for ceasing outside operations shall be sustained winds of 45 mph. The Fire Chief shall be responsible for issuing the Cease Emergency Activity order.

The Cease Emergency Activity order shall be passed on to Dispatch by the District Chief in charge.

Dispatch shall announce the following over the radio, ***“Fire rescue is now under a Cease Emergency Activity order. All units and personnel are directed to immediately secure and terminate outside activities.”*** Dispatch shall repeat this order once more.

Upon the receipt of a Cease Emergency Activity order, fire department personnel shall terminate outside activities and return to their designated quarters or assigned staging area.

Once all emergency personnel and vehicles have returned to the station, all overhead doors shall be properly secured.

The Fire Chief will monitor the changes in hurricane conditions and will decide when outside operations may resume. Upon direction by the Fire Chief, the District Chief in charge shall issue a "Resume Emergency Activity" order to Dispatch. Dispatch shall make this announcement over the radio twice. If Dispatch is unable to make this announcement due to communication system failure, or any other reasons, it will be the responsibility of the District Chief in charge to ensure that this order is disseminated to all personnel.

### **APPARATUS AND PERSONNEL PLACEMENT**

During a category 1 or 2 hurricane the following apparatus shall post at the following locations

- Ladder 1 to post at Station 1
- Engine 2 to post at Station 2
- Engine 1 may post at the Public Works Operations Center
- Reserve Ladder 1 may post at the New Port Richey Recreation and Aquatic Center
- When the cease activity order is issued all apparatus will be placed in the garage areas, nose in, with the back of the apparatus placed as close to the garage doors, as is safely possible, to help give added structural support to the doors and minimize the likelihood of the apparatus cab being damaged during the storm.
- In the event that apparatus will be parked outside make every attempt to place apparatus in a circular nose to nose position.

In the event of a Category 3 or 4 Hurricane Event, all apparatus shall post at the following location(s):

- The New Port Richey Recreation and Aquatic Center; 6630 Van Buren Street, New Port Richey, FL 34653

In the event of a Category 5 Hurricane Event: Task Forces may post at any of the following locations determined by the EOC Command Staff or Fire Chief.

- Pasco Hernando State College, West Campus – 10230 Ridge Road, New Port Richey, FL 34654: MOU
- Calvary Chapel Church; 6825 Trouble Creek Road, New Port Richey, FL 34653: MOU
- Equipment and staff may stage at Pasco County Fire Station 30 & 14 as determined by the Fire Chief

**NOTE: The Fire Chief or his/her designee may elect to modify these recommendations as needed.**

### **EVACUATION ORDERS**

In the event of a category three (3) hurricane or greater the Fire Chief or their respective designee will order the evacuation of all fire department personnel and apparatus. All fire department personnel shall relocate to the New Port Richey Recreation and Aquatic Center. When an evacuation order is given the following actions shall be taken:

- All bunker gear shall be removed from the station to the reassigned location.
- Station logbooks shall be removed and turned over to the District Chief.
- Any other equipment/supplies shall be removed as directed by the District Chief

- Move all computers to the second floor to an interior wall to protect for later use.
- Members shall input reports utilizing laptops and sync when it is possible to do so.
- Senior Administrative Assistant shall ensure that all records and files are backed up.
- Insure that the station is secured.
- All controlled medications such as Morphine, Valium, and Versed will be removed with locked cabinet and drug inventory book from Station one and placed in the Assistant Chief's vehicle throughout the incident. The Assistant Chief will be responsible for the daily inventory.
- Fire Administration shall ensure that all records will be secured in place. Move all computers and important files to a windowless room within fire admin.

### **Event (During the Storm)**

After receiving the "Cease Activity order" all fire department personnel shall return to their respective safe shelter locations. (As assigned at the pre-event stage)

- Ensure that all supplies are restocked and readied prior to going back out to perform life safety, hazard mitigation objectives.
- Take advantage of down time to get necessary rest.
- Review standing orders for your assigned TASK Force group. These orders shall be executed in the event that there are no other communication in place immediately after it is deemed safe to go out and start life safety operations. See appendix \*\*\*\* for TASK force standing orders and locations

### **Post-Event**

After the storm has passed each task force shall begin search and rescue operations in their assigned geographical area. The primary function is Life Safety and hazards mitigation. In the event that a category three (3) hurricane or greater makes land fall and all task forces are located together at a predetermined evacuation site, they shall follow specific routes that have been mapped out in order to make their way back into the City and to their assigned geographical areas. All task forces shall conduct a role call and the Officer in charge shall report results to the District Chief in charge.

- After the storm has passed and it is safe to return to duties, a damage assessment of the apparatus will be required. Any damage that is noted will require back up such as photos and your ICS 214 unit log.
- All units shall check communications abilities/status.
- If primary communication channels are inoperable, all personnel shall follow procedures established in the City's Comprehensive Emergency Management Plan.
- Personnel assigned to a fire station shall inventory the station for supplies and damages and the Officer in charge shall report the results to the District Chief in charge.
- A damage assessment should be completed as soon as conditions permit a view of the area from outside the facility. (Refer to Attachment 2 for specific information regarding the damage assessment report).

- Complete a damage assessment report to estimate the amount of physical destruction and injuries to aid in determining the need for county and statewide mutual aid.
- Resume emergency responses as soon as possible.
- Conduct search and rescue operations, if warranted. (Refer to section on search and rescue for specific information regarding search and rescue operations).
- Station Officers must be prepared to coordinate all activities until communications links are restored. Documentation of all activities and assignments is essential.
- Maintain accurate and complete records of all expenditures for manpower, material, gallons of fuel, equipment, etc. used throughout the emergency. Utilize your ICS 214 unit log.
- The NPRFD will operate under established policies during and after a hurricane. In addition to regular emergency response, all members must be aware that the response and recovery stages of a disaster will require additional and unusual efforts on the part of emergency workers. Members must be prepared to respond to a variety of requests from the public.
- Focal points in the community may be the fire stations. Information may be distributed at these locations.
- Be prepared to utilize City Fire Stations and/or other locations as temporary field hospitals, if so directed.
- In a disaster, many demands will be placed on emergency workers. It is expected that each situation will be dealt with in an appropriate, professional manner. But most of all, it must be done with safety being of primary importance.

## **Fire Rescue Operations**

### **Wires-Down Situations**

Power lines can be expected to go down throughout the city as hurricane winds increase. Downed power line calls can cripple the fire department's resources if not carefully managed. After the arrival of tropical storm force winds (35 mph or higher) the fire department shall only respond to reports of wires down if an immediate threat to human life exists. Such cases would be where victims may be trapped in cars or buildings with live wires down or cases where the live wires lie across a public thoroughfare.

In cases where the fire department responds to wires down calls and Progress Energy can't, fire department personnel shall tape off the area as best as possible, alert local residents to the danger, and clear the scene.

### **Safety Procedures**

All fire rescue personnel operating in winds above 35 mph shall be dressed in full bunker gear with helmets. Flying debris is one of the most hazardous conditions for emergency workers operating in high wind situations. Fire Officers and personnel must be extremely vigilant in being on the lookout for downed live power lines, flying debris from trash or construction sites, and proximity to distressed animals. The loss of traffic signals that inevitably occurs during hurricanes poses an even greater risk to all personnel.

Fire Officers shall maintain accountability of their personnel. Each member of each crew shall also take responsibility to monitor the safety and location of fellow crewmembers. When responding to and handling calls, fire personnel shall use the “buddy system” and be accompanied at all times by at least one other firefighter.

### **Work Schedule**

During the pre-storm and post-storm phases of a hurricane event, the Fire Department will utilize twelve (12) hour operational periods rather than the traditional twenty-four (24) hour shift. Shift personnel shall remain unchanged unless orders to the contrary are issued by the Fire Chief. Shift may be altered to an A-shift day and a B-shift night as necessitated by the incident. The A-shift would be comprised of a higher numbered workforce and the B-shift would be the lighter workforce. As always, our primary concern is that of life safety for our staff and that they receive the appropriate rest. Day operations shall focus primarily on search and rescue while night operations shall focus more on our standard day-to-day operations responding to calls for service.

### **Employee Time Keeping**

In addition to the Daily Attendance Sheet, it will be the responsibility of the Engine officer assigned to the TASK Force to complete the ICS 214 personnel unit log. The log shall be utilized to keep track of all hours worked and assignments completed for the operational period. The ICS 214 forms shall then be forwarded up to Assistant Fire Chief before ending up to the Senior Administrative Assistant prior to the Finance Department.

### **Damage Assessment Report**

The purpose of the damage assessment report is to facilitate the gathering of general damage information during disaster incidents. The damage assessment report has been designed to provide a quick indicator, in the form of a simple number, reflecting the observed damage to 100% of a geographic area.

Following a large-scale disaster, hourly reports from individual units will play a significant role in the long-term planning process. Units will be expected to provide reports from various locations within their assigned grids. Again, this report is designed to provide a quick assessment of conditions; it is not intended to be precise. (See Attachment 2, Damage Assessment Form).

### **Search and Rescue Operations**

Two general considerations are used to deploy search resources:

- **Area to be Searched** – The City will be divided into sections using the National Grid Framework. Depending upon the size of the damaged area and the search resources available, an area may be sectorized by city block, or other easily definable criteria. The available search resources will be divided and apportioned to each sector for search operations.
- **Priorities** – The search area is evaluated for priorities in terms of the type of occupancies affected, amount of damage, pre-evacuation, etc. Areas with the highest likelihood of survivability (in terms of type of construction) and the number of potential victims (in terms



of the type of occupancy of the building) will receive attention first. Occupancies such as schools, hospitals, nursing homes, high rise and multi-residential buildings, office buildings, etc., would be high priorities.

### **Operations Site Set-up**

Once an area is identified with an active rescue, control of the area immediately surrounding the site will be established before rescue operations commence.

An operational work area shall be established to limit access to the rescue work site to assigned Task Force (TF) members and other local rescue personnel involved in the operation, and to provide a safe and secure work area for the personnel supporting the rescue operations.

A Collapse/Hazard Zone shall be established to control access to the immediate area that could be affected or impacted by further building collapse, falling debris, or other hazardous situations (i.e., aftershocks). The only individuals that will be allowed within this area are the primary TF personnel directly involved in the search for or extrication of victims. All other TF personnel must be located outside the hot zone until assigned or rotated.

When establishing the perimeter of the operational work area, the needs of the following areas will be properly identified:

- **Access/Entry Routes (Personnel Accountability Location)** – Each task force shall have a clearly defined route for access to and from the rescue work site. Personnel, tools, equipment, and other logistical needs will be safely channeled through this route. In addition, controlled egress will be required to quickly evacuate a victim or injured TF member.
- **Emergency Assembly Area** – location(s) where TF personnel assemble following an emergency evacuation shall be determined prior to the start of any search and rescue operation.

### **Structure/Hazards Markings**

A standardized marking system is used to assure rescuer safety and to avoid needless duplication of search efforts. In order to be easily seen, the search mark must be large and of a contrasting color to the background surface.

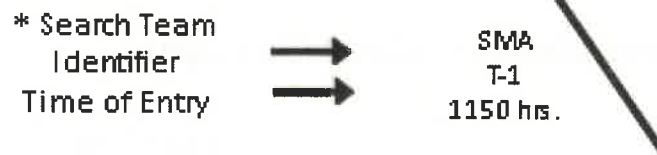
Orange spray paint is the most easily seen color on most backgrounds. Line marking or downward spray cans apply the best paint marks. A lumber marking device may be used to write additional information inside the search mark itself when it would be difficult to write the additional information with spray paint.

A "Main Entrance" search marking will be completed in two steps:

- First, a large (approximately 2') single slash shall be made near the main entrance at the start of the search with the search team identifier, date and time that they entered marked to the left of the midpoint of the slash.
- After the search of the entire structure has been completed a second large slash shall be drawn in the opposite direction forming an "X". Additional information will be placed in the remaining three quadrants of the Main Entrance "X" summarizing the entire search of the structure.

- The left quadrant will already contain the search team identifier, date and time when the team first entered the structure.
- The top quadrant is for the date and time the search team left the structure.
- The right quadrant is for any significant hazards located inside the structure.
- The bottom quadrant is for the number of "LIVE" or "DEAD" victims still inside the structure this will be indicated with "L" or "D".
- Any dead victim will be tagged with time and date, left in place and notify NPR Police Department Dispatch immediately. Mark with a GPS reading if possible and note on the ICS 214 unit log.
- Use a small "x" in the bottom quadrant if no victims are inside the structure.
- During the search function while inside the structure a large single slash shall be made upon entry of each room or area.
- After the search of the room or area has been completed a second large slash shall be drawn in the opposite direction forming an "X".
- The only additional information placed in any of the "X" quadrants while inside the structure shall be that pertaining to any significant hazards or the number of "LIVE" or "DEAD" victims.
- If multiple floors are searched a box under the X will show how many floors/quadrants have been searched in the positive. Indicate "F" for floors and "O" for quadrants.

### Main Entrance Search Marking - WHEN YOU ENTER

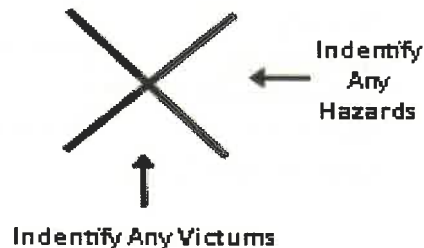


### Interior Search Markings - EACH ROOM OR AREA

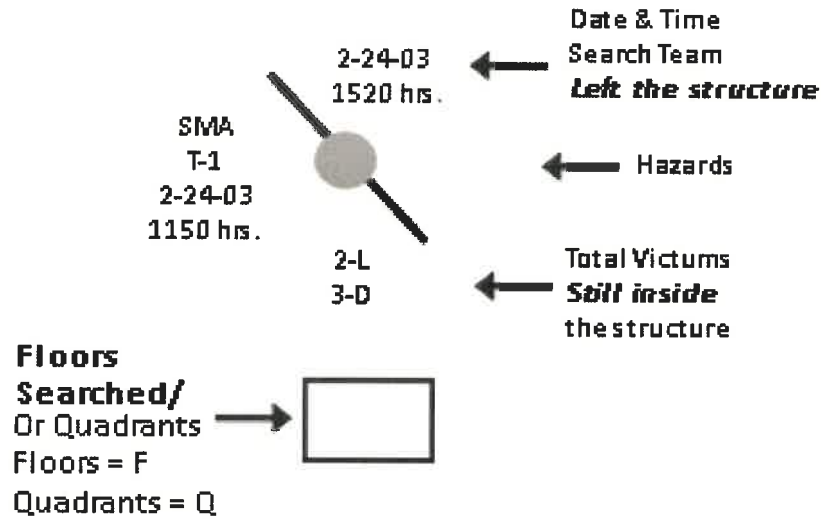
#### WHEN YOU ENTER



#### WHEN YOU EXIT

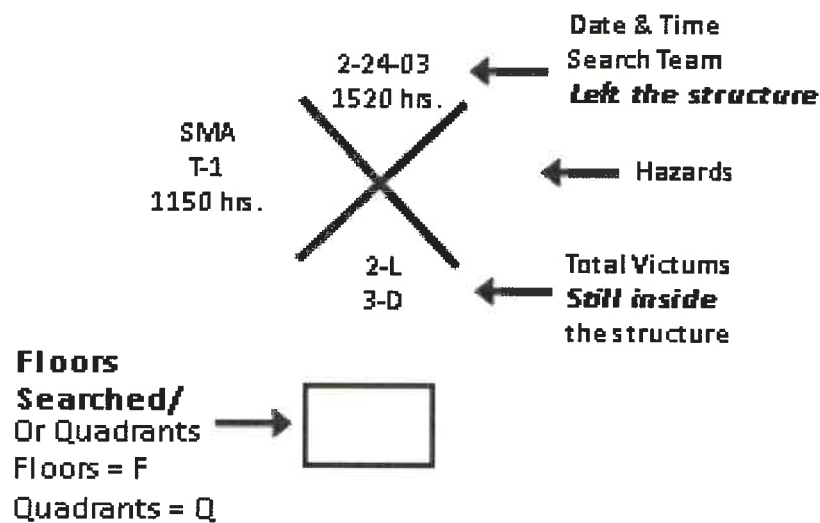


## Main Entrance Search Marking - WHEN YOU EXIT - INCOMPLETE SEARCH



## Main Entrance Search Marking

### WHEN YOU EXIT - COMPLETE SEARCH

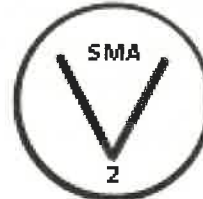


## US&R VICTIM MARKING SYSTEM

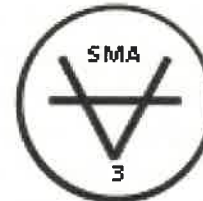
Make a large (2' x 2') "V" with orange spray paint near the location of a **potential** victim. Mark the name of the search team or crew identifier in the top part of the "V" with paint or a lumber marker type device.



Paint a circle around the "V" when a potential victim is **confirmed** to be **alive** either visually, vocally, or hearing specific sounds that would indicate a high probability of a live victim. If more than one confirmed live victim, mark the total number of victims under the "V".



Paint a horizontal line through the middle of the "V" when a **confirmed** victim is determined to be **deceased**. If more than one confirmed deceased victim, mark the total number of victims under the "V". Use both the live and deceased victim marking symbols when a combination of live and deceased victims are determined to be in the same location.



Paint an "X" through the confirmed victim symbol after the all victim(s) have been removed from the specific location identified by the marking.



An arrow may need to be painted next to the "V" pointing towards the victim when the victim's location is not immediately near where the "V" is painted. Show distance on an arrow.



It is important that markings are made specific to each area of entry or separate part of the building. It is also important that situation updates be noted as they are available, to reduce needless duplication of search efforts. Previous search markings would be crossed out and a new marking would be placed next to it with the most recent information.

Dissemination of information: - Members using the marking system will be inundated with additional information relative to the incident. Information needs to be acknowledged and appropriately disseminated - in most cases this information would not be noted on the structure marking.

Obviously, such identification is not always possible due to site conditions. In these situations, it is important that supervisory members establish a workable identification method for each specific structure.

There will be some buildings that will have significant hazards so that operations cannot proceed until the hazards are mitigated. These would be given "NO GO" assessments, i.e., structure on fire/collapse hazard, Haz Mat spill, etc. Follow-up marking of the structure must occur during the search and reconnaissance phase.

### Special Considerations

Recognizing that problems will appear and giving some thought to them prior to a disaster are steps toward overcoming them. Some of the areas require specific actions; some will diminish with time; some are inherent in disaster operations and must simply be accepted.

The following list is intended to be a realistic set of problem that we can expect to face following a hurricane.

- Emergency equipment and field units will commit without being dispatched. There will be an air of urgency and more requests for aid than units available to send.
- Communications will be inadequate. The radio system may not function. If it is functioning, air traffic will be incredibly heavy.
- Citizens may volunteer to help, but their commitment will usually be short-term, until their immediate problem is addressed.
- Water will be contaminated and unsafe for drinking. The water system may be shut down, supplying no water for fighting fires, which may be caused by electrical shorts or gas leaks.
- Staging will be essential.
- Electric power will be unavailable in sections of or throughout the city.
- Phone service will be erratic or nonexistent.
- Portable toilets will be in demand.
- The same buildings/areas will be searched more than once unless they are clearly and properly marked.
- Some on-duty personnel may leave their post to be with their families.
- All media representatives should be referred to the Public Information Officer.
- Very few citizens will utilize evacuation/mass care centers; they will prefer to stay with friends, relatives, or stay in their homes.
- Emergency responders will require rest and must be relieved. This applies to everyone, even yourself.
- Equipment will be lost, damaged, or stolen and may never be accounted for.
- Some units may "disappear". You will not be able to reach them and will not know where they are or what they are doing.
- Someone will get the bill. Record keeping by all levels of the organization is essential.
- Representatives from public agencies from throughout the United States and many foreign countries may come to observe the operations or offer assistance.
- Some citizens and media representatives will question your decisions.
- There will be a general lack of necessary information.
- Coordinators may wait for damage/casualty assessment information to establish priorities.
- Communication between the County's EOC, the City's EOC, and field operations may be inefficient and sporadic.

# **HUMAN RESOURCES**

## Human Resources Department

### **PURPOSE**

All City emergency service activities are focused around the four primary phases of emergency management: Mitigation, Preparedness, Response and Recovery. The Human Resources department will assist the overall City emergency management response for disasters as directed. Among the responsibilities of the department are the following:

### **Mitigation and Preparedness**

- Provide assistance directly to the City in the distribution of the City's disaster preparedness plan.
- Promote family preparedness among employees.
- Develop and implement procedures for the protection of vital records, materials, and facilities.
- Ensure that appropriate insurance coverage and employee policies are in place to support post disaster response and recovery operations.
- Secure personnel records, City insurance and risk management documents and computers prior to disaster for on-going operations during and following disaster.
- Answer questions concerning employee involvement and responsibilities as it pertains to employee's job description and disaster response.
- Assist in addressing the safety, welfare and health concerns of all employees before, during and after a disaster.
- Assist in any staffing - full time or temporary - necessary during these phases.
- Support City efforts for staff to complete National Incident Management System (NIMS) required training.
- Support Fire department and City efforts for employee involvement and citizen education concerning disaster preparedness.

### **Response and Recovery**

- Assist in overall City recovery planning and strategy.
- Participate in the cost recovery process by assisting departments in filing appropriate insurance claims that are filed in a timely manner,
- Assist in addressing the safety, welfare and health concerns of all employees before, during and after a disaster.
- Oversee and administer City's Emergency Pay Policy and City Rules and Regulations (HR Manual-Personnel Rules and Regulations).
- Identify and coordinate the provision of additional human resources in support of response and recovery operations from within the City's governmental structure, from external sources, through mutual aid, and/or volunteers,
- Identify post-emergency assistance.
- Assist in any staffing - full time or temporary - necessary during these phases.
- Coordinate post disaster utilization of employee assistance plan (EAP), and other county and federal resources available to assist employees in the post disaster relief effort.
- Coordinate with City's Finance Department to ensure payroll funds are available to employees during and following a disaster.
- Track incident-related costs incurred by the department.

## **PERSONAL READINESS PLAN**

The purpose of this section is to summarize the assigned responsibilities for HR management services as it pertains to adhering to the City's Rules and Regulations during a critical incident or disaster, pursuant to the authorities granted to incorporated municipalities under Chapter 252, Florida Statutes, and pursuant to City of New Port Richey Municipal Code of Ordinances, when a Declaration of Local State of Emergency may be issued. The methodology will be compliant with Pasco County, the State of Florida and the federal government requirements. The department will work with other City departments to respond to the emergency, and protect citizens, employees, and property. Specifics are detailed in the bulleted section above. The department will work in concert with other departments to facilitate maximum opportunity for federal claim reimbursement.

### **Responsibility for HR Management Operations**

The HR Department shall be responsible for advising the City Manager on personnel policies and issues, union contractual provisions, and risk and benefit issues. It is the responsibility of the HR department to advise the City Manager on how to administer the City Rules and Regulations before, during, and following the emergency situation. The responsibility of this function rests with the HR employees. The HR department also will provide services to employees before, during, and after a declared emergency concerning information regarding pay and benefits impacting the employee and their family's welfare.

### **Pre-Disaster Preparations for HR Management**

The HR department will generate a Disaster Plan checklist to assist in the functioning of the department during declared disasters. The Disaster Plan checklist will help in the many notifications and tasks that have to be done before, during, and following the emergency situation. The department will have to secure cooperation from Public Works and Parks and Recreation for the housing and transportation of records, files, and equipment in event of an emergency that dictates such action.

### **Records Management**

Human Resources will work with the ITC department to assure that all electronic files are backed up in the pre-storm event. All paper files will be handled in accordance with the City's plan.



#### Records Management for Category 1 and 2 storm

In the event of category 1 storm event, or a light category 2 with a small storm surge, the HR department shall relocate their file cabinets into interior rooms that are away from windows and doors that may be broken out during the storm event.

#### Records Management for Category 2 strong with high tidal surge expectation and/or category 3 storm

In the event of a category 2 storm event with a high tidal storm surge or a category 3 storm event, the HR department shall relocate their file cabinets to a second-floor interior room away from windows or another designated area. Potential storage locations are Fire Administration conference room and/or City Managers conference room.

#### Records Management for Category 4 and 5 storm

In the event of a Category 4 storm event or greater it has been decided that the HR department will remove and relocate those records that are vital to the City's overall operation. The HR department will identify which file cabinets need to be relocated. The HR department will notify the City Clerk of the quantity and size of the file cabinets that are to be relocated. Prior to the start of every hurricane season, by June 1 every year, the department will provide the City Clerk and updated list of those file cabinets.

### **RECALL**

The HR Director, or in the Director's absence, the Manager has the right to cancel all vacations. All personnel are considered essential and need to be in a ready status when called upon to come to work. All staff may be asked to work outside of their normally assigned duties in order to meet the overall City's responsibilities in times prior to, during, and after a declared disaster or emergency. Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

### **RESPONSIBILITIES OF PERSONNEL**

While all employees in a small department have to routinely act as a generalist, during any emergency this will be critical. The Human Resources Manager routinely handles Risk and Benefits questions for employees and deals with all insurance filings on behalf of the City. The Human Resources Director routinely handles employment and classification issues. The Human Resources Director handles the overall management of the department and individually deals with labor relations and training issues.

## STAGES OF PREPAREDNESS, Pre-Event, Event, Post -Event

### Pre-Event

- Carry out and or resume normal daily activities in accordance with the established:
  - Department Procedures
  - City Personnel Policy and Procedures Manual
  - Budget Guidelines/Programs
- Periodically review Disaster Plan guidelines with HR staff.
- Maintain City employee list with current job title, telephone numbers, addresses, and emergency contact notification information. Facilitate acquiring from IT an updated employee roster e-mail, marked as “Disaster Plan Employee Roster-Confidential-not for distribution” to the Fire Chief, Police Chief, and the Public Works Director prior to each event.
- Prior to each event: consolidate the evacuation addresses and phone numbers of employee family members / Next of Kin who evacuate from their primary residences.
- Provide assistance directly to the City in the distribution of the City’s disaster preparedness plan.
- Answer questions concerning employee involvement and responsibilities as it pertains to employee’s job description and disaster response.
- Support City efforts for staff to complete National Incident Management System (NIMS) required training.
- The HR department must be prepared for advising the City Manager on personnel policies and issues, union contractual provisions, and risk and benefit issues. It is the responsibility of the HR department to advise the City Manager on how to administer the City Rules and Regulations before, during, and following the emergency situation.
- Oversee and administer City’s Emergency Pay Policy and City Rules and Regulations (HR Manual-Personnel Rules and Regulations).

### **Hurricane Threat over 72 hrs out**

- Brief all staff (HR) on emergency conditions.
- Encourage personnel to make adequate arrangements for safety/welfare of dependents, to include personal property protection measures. Assist in addressing the safety, welfare and health concerns of all employees before, during and after a disaster.
- Provide communication and control of information through the preparation and release of information and statements by city leadership and officials to employees (and/or other groups as directed).
- Check with Davies Group (Workers’ Compensation) to verify no changes to current procedures are implemented. 800-749-3044, fax 813-402-7918.
- Check with area hospitals/clinics to verify the status of their readiness for employees who may be injured during or after the disaster.
  - Company Care Occupational Health Services: 727-819-2491
  - Morton Plant North Bay: 727-842-8468
  - Trinity Hospital 727-834-4000
  - Regional Medical Center: 727-869-5551
  - AdventHealth North Pinellas: 727-942-5000
  - BayCare Urgent Care NPR: 727-807-7176
  - Suncoast Urgent Care & Occupational Health 352-684-3288

- Check with EAP provider, Met Life, 1-888-319-7819 to verify the status of their readiness and the availability of their Counseling Team.
- Check with World Risk Management 800-367-1705 to verify the status of their readiness for any City property or buildings damaged during or after the disaster.
- Check with Public Risk Management of Florida 800-367-1705 to verify the status of their readiness for any liability issues during or after the disaster.
- Check with local personnel temporary services to verify the availability of additional manpower to assist with recovery.

**Local area temporary employment agencies:**

- Express Employment Professionals  
6645 Ridge Road  
Port Richey, FL 34668  
(727) 376-8891
- People Ready  
7902 US Highway 19  
Port Richey, FL 34668  
(727) 847-4268

**Hurricane Watch 36-48 hrs out**

- Maintain all city employees' personnel records.
- Brief all (HR) staff on emergency conditions.
- Facilitate an updated employee list to the Police Chief, City Manager and Fire Chief.
- Depending on extent of pending disaster, secure personnel files and cover those at City Hall, HR department or at the off-site storage located at the Recreation and Aquatics Center. Protect other essential equipment with plastic covering.
- Oversee and administer City's Emergency Pay Policy and City Rules and Regulations (HR Manual-Personnel Rules and Regulations).
- Identify and coordinate the provision of additional human resources in support of response and recovery operations from within the City's governmental structure, from external sources, through mutual aid, and/or volunteers.

**Hurricane Warning 24-36 hrs out**

Secure all active City employees' personnel files/records and essential forms in a lateral file and either have the file moved to a more secure area or secure in department with covering.

- Final check with disaster emergency operations center for any additional information that may be needed.
- Encourage (HR) staff to prepare emergency food and water sources for the duration of the emergency.
- Instruct all (HR) staff to call designated employee emergency number or verify with the department their work status before and during imminent disaster or emergency.
- Provide communication and control of information through the preparation and release of information and statements by city leadership and officials to employees (and/or other groups as directed).

### **Pre-Event**

- HR Staff to follow instructions dictated by City Disaster Plan and respond appropriately.
- May be asked to provide communication and information to city staff as directed.

### **During a storm**

- HR Staff to follow instructions dictated by City EOC Command staff.

### **Post-Event**

- After the emergency, check with all departments for personnel status.
- Begin to resume normal daily operations in department or temporary facility.
- Secure files and materials necessary for operations to resume.
- Assist other departments and employees as needed.
- Fill out appropriate insurance forms and paperwork necessary for resumption of work and recovery of funds or to get state or federal assistance.

# **TECHNOLOGY SOLUTIONS**

## ITC Department Emergency Action Plan

### **PURPOSE**

The purpose of this emergency management plan is to have a written, uniform set of guidelines for Technology operations in the event of natural disaster. The plan should be updated annually and revised according to new information gained and lessons learned. All ITC Department personnel are responsible for being familiar with the plan and ready to carry out their designated duties before, during, and after a hurricane.

The primary function of the ITC Department is to provide support for the city's computer, data, network, and telecommunications operations with the goal of getting critical systems up and running as soon as possible to support other disaster response areas.

Initial activities following a disaster or hurricane will include:

1. Assessment of the city's equipment and communications network.
2. Communicate any disaster related IT outages and repair estimates to the cities department heads.
3. Focus on restoring network connectivity to critical areas such as City Hall, Police Department, Fire Department, Public Works and the Water Department.
4. The IT Department will work closely with the IT Vendors and Telco suppliers to reestablish network connections and communicates as quickly as possible.

### **PERSONAL READINESS PLAN**

During the hurricane season (June 1<sup>st</sup> through November 30<sup>th</sup>) all personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean. As storms develop and move in a potentially threatening course, we must all be prepared to take whatever actions that will be necessary if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service, all personnel shall immediately initiate their "Personal Readiness Plan". These plans should include everything that must be done, in advance, that will ensure the safety of the employee's family and possessions while he or she is away at work helping the community.

### **RECALL**

The ITC Director has the right to cancel all vacations at the approach of a storm. All ITC personnel are considered essential personnel and need to be in a ready status when called upon to come to work at the discretion of the Department Director, his/her designee, or the Incident Commander. Staff may be asked to work outside of their normally assigned duties in order to meet the overall city goals.

Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

## **RECORDS MANAGEMENT**

While it is important to back up paper files electronically whenever possible, preservation of hard copy files are crucial for certain document groups in case an event forces us to operate from another location, or even from another city.

A list of crucial administrative and archival documents would include, but not be limited to, the following examples:

- Network schematics and diagrams
- Telecom documentation (telephone, internet, etc.), equipment lists, phone switch printouts, all CSA's, etc.
- Contracts and agreements
- Software licenses
- Payroll, employee, and benefit records
- Budgetary, purchasing, and other city plan documentation
- General Procedures Manual
- Backup, restore, and virtual system documentation and procedures
- Recent photographs or videos to record systems and equipment
- Ongoing project documentation, if any applicable
- Any other documentation that the ITC staff deems crucial

The ITC offices have no sealed rooms away from exterior windows or doors. As a result of this, the above documentation shall be packed and sealed in totes for transport to the EOC or to any point where the ITC staff will operate from.

### **Records Management for Categories 1 and 2 Storms**

In the event of category 1 storm event, or a light category 2 with a small storm surge, the cabinets and storage containers remaining in the ITC offices shall be sealed with plastic and duct tape, or with materials appropriate for the storage container.

### **Records Management for Category 2 storms with high tidal surge and/or Category 3 storms**

In the event of category 2 storm event with a high tidal storm surge, or a category 3 storm event, file cabinets and storage containers will be sealed and moved to either the City Manager or Fire Administration Conference Rooms.

### **Records Management for Categories 4 and 5 storms**

In the event of a Category 4 storm event or greater it has been decided that the City shall remove and relocate those records that are vital to the Cities overall operation. ITC Staff shall identify those file cabinets or storage containers which need to be relocated. The ITC Director shall notify the City

Clerk of the quantity and size of the file cabinets and containers to be moved and shall maintain an inventory of which file cabinets are to be relocated. The ITC Director is responsible for providing a number and size of those file cabinets and containers on an annual basis prior to the start of every hurricane season. This information is required to anticipate the appropriate vehicle/vehicles required to accomplish the task.

### **RESPONSIBILITIES OF PERSONNEL**

The ITC Director will arrange for adequate ITC operational staffing during the event in conjunction with the Incident Commander. Duties may rotate based on ITC staff being used for other EOC functions.

#### **ITC Director**

- Coordinate with Department Heads and the Incident Commander in standing up the EOC
- Oversee and assist staff in relation to the following tasks:
  - Implementing system backups
  - Breakdown of equipment in Training Room for transfer to EOC
  - Consolidation of equipment and materials within the ITC offices for transfer to EOC
  - Setup of equipment and materials at the EOC
- Monitor telecom and network connectivity status
- Maintain open communications with telecom vendors to keep updated on outages
- Maintain contact with equipment vendors to coordinate delivery of equipment and services as needed.

#### **Network Administrator**

- Perform system backups
- Breakdown of equipment in Training Room for transfer to EOC
- Consolidation of equipment and materials within the ITC offices for transfer to EOC
- Transfer of equipment and materials to EOC
- Setup of equipment and materials at the EOC
- Ready D/R Systems for transfer of operations

#### **Helpdesk Operator**

- Work with Incident Commander to implement the city's communications directives
- Coordinate with all departments to make sure they take steps to cover/protect equipment
- Backup phone system at City Hall
- Update greeting on City Hall phone system
- Assist City Manager's Assistant/PIO with updating and distributing telephone/contact listing
- Assist with breakdown of equipment in Training Room for transfer to EOC
- Assist with consolidation of equipment and materials within the ITC offices for transfer to EOC
- Assist with setup of equipment and materials at the EOC



## **STAGES OF PREPAREDNESS, Pre-Event, Event, Post -Event Pre-event**

### **Hurricane Threat over 72 hours out**

- Monitor storm updates and status of EOC operational phase
- ITC staff meets and reviews overall situation and network status
- Full set of network backups commences
- Based on forecast tracking, determine location(s) for any potential offsite storage of backup media

### **Hurricane Watch 36-48 hours out**

- ITC staff meets again to assess overall
- Review plan with ITC staff to develop appropriate response list
- Review main telephone greeting with acting PIO or the Incident Commander
- Personnel readiness plans must be completed during this timeframe
- Breakdown of Training Room equipment in readiness of transfer to EOC (See Appendix-C)
- Consolidation of ITC equipment, materials, and documentation in readiness of transfer to EOC

### **Hurricane Warning 24-36 hours out**

- All routine work must stop at this point
- Second set of backups completed
- Reserve vehicle for transfer of materials and equipment to EOC
- Contact all offices and remind staff to bag, tag, and secure electronic equipment
- Transfer backup media set to predetermined offsite location and/or send with city representatives in a location outside of the potential cone
- Transfer of equipment and materials to the EOC
- Setup of equipment at the EOC

### **Hurricane Warning 8 Hours Out**

- All previously stated tasks should be completed
- ITC will make one final walkthrough of City Hall to verify systems are secure
- Transfer all documentation, software media copies, and software licenses to the EOC
- Seal main computer racks, printers, and other equipment in the Data Center and PD Server room
- Verify spare systems have been setup at the EOC
- Prep Disaster/Recovery systems

## **Event (During the Storm)**

- During the Event, ITC will monitor systems
- Monitor telecom and network connectivity to ensure stability
- Report any outages and updates

## **Post-Event**

- If telecom is down, work with vendors to reestablish communication (See Appendix-B)
- Once a building has been cleared by the Incident Commander, ITC will inspect all buildings to assess status of equipment and systems
- All obvious damage will be documented with the EOC
- Review main greeting on the phone system with the PIO
- Work with the Incident Commander to determine the transfer of operations back to City Hall
- Restore data images back to Production systems if needed in anticipation of operations transfer
- Commence re-equipment process if necessary (Vendor Information in Appendix-B)

## **Appendix-A**

### **Employee Contact Information**

Contact information is also contained within the main City's Disaster Plan.

## **VACANT**

Work: 727-853-1250

E-mail:

Work Cell: 727-494-4021

### **Mike Miller, Technical Support Specialist**

Work: 727-853-1251

E-mail: [millerm@cityofnewportrichey.org](mailto:millerm@cityofnewportrichey.org)

Work Cell: 727-514-6975

### **Donovan Jones, Technical Support Specialist**

Work: 727-853-1285

E-mail: [jonesd@cityofnewportrichey.org](mailto:jonesd@cityofnewportrichey.org)

Work Cell: 727-992-3531

### **Ruben Rosario, Helpdesk**

Work: 727-853-1254

E-mail: [rosarior@cityofnewportrichey.org](mailto:rosarior@cityofnewportrichey.org)

Work Cell: 727-514-7093

### **Vacant, Helpdesk**

Work: 727-853-1251

E-mail:

Personal Cell: 727-872-9670

### **Network Administrator - VACANT**

Work: 727-853-1270

E-mail:

Work Cell: 727-514-1540

Last Update May 2022

## Appendix-B Vendor List

Service Type	Name	Phone
Fire and HVAC	Johnson Control	(813) 623-1188
AD Security	ATTIVO-Sentinel	443.762.2581
Network Monitoring	Tyler Detect	800.772.2260 ext: 2304
MSP	PowerNet	321-214-2222
Vmware	<a href="#">Datrium</a>	844-876-7877
Security	<a href="#">Secnap</a>	844-638-7328
ISP	<a href="#">Spectrum</a>	855-859-5221
ISP	<a href="#">Frontier</a>	844-475-8244
PD CAD	<a href="#">Southern software</a>	800-842-8190
Access Control	<a href="#">A-1 Access</a>	813-242-4669
Fire RMS	<a href="#">Eprsys - Fireworks</a>	941-222-1250
Cell phone vendor	<a href="#">Verizon</a>	800-922-0204
VPN	<a href="#">Net motion</a>	888-723-2662
2FA	<a href="#">Duo</a>	866-760-4247
Backup	<a href="#">Thinkguard</a>	833-832-4780

## Appendix-C Equipment List

Laptops	3
NUCs	3
Printer	1
Power strips	10
UPS	2
wireless keyboard / combo	10
USB	10
Premade Ethernet	20
Monitor	3
VOIP phone	5
Dumb switch	3
POE VOIP Brick	5
USB Hard drive	1

# LIBRARY

## Library Department

### **PURPOSE**

The intent of this section is to prepare, maintain, and communicate the Library Department's specific protocols and procedures in the event of a critical incident or disaster. As a part of the City's team of emergency responders, the Library will focus on assisting with the implementation of the City's emergency management response. Among other possible assignments, the library facility may be used as a camp by Logistics or to support the Public Information Officer by acting as an information hub. The Library's communication resources, such as computers, Wi-Fi, copiers, scanners, hotspots, charging stations, electricity, internet, etc., can disseminate preparation and recovery information and make critical communication resources available to the public. The Library Director will oversee the disaster response effort. All other Library business must be regarded as secondary importance during this emergency period.

### **Methodology**

The Library Department worked in conjunction with the City of New Port Richey's Safety Committee, Public Works Department, and Fire Department in the production of this document. A copy of this document will be kept in the staff room and on the Library's and City's share drives. In addition, new Library staff will receive and read this plan as a part of their orientation training.

### **PERSONAL READINESS PLAN**

During the hurricane season (June 1 -Nov 30), all personnel shall maintain a keen awareness of the tropical storm situation. As storms develop and move in a potentially threatening course, we must be prepared to take whatever actions necessary if our area is impacted. Therefore, as soon as a Hurricane Watch is issued for our area by the National Weather Service, all Library personnel shall immediately initiate their personal readiness plans. These plans should include everything that must be done to help ensure the safety of the employees' families and possessions while the employee is at work helping the community. The employee should begin to put their personal readiness plans in operation while the Library is still open.

### **RECALL**

In the event of an emergency, the Library Director has the right to cancel all vacations and leave as necessary. Library staff are considered essential personnel and need to be ready when called upon to come to work. Depending on the event's severity level, all employees may be required to report to work at an off-site location. In addition, staff may be assigned to work outside of their usual duties to meet the overall City's goals.

### **RESPONSIBILITIES OF PERSONNEL**

#### **Staff Action**

- 1. Comply with all instructions given by the administration**
- 2. Prepare the library facility for the storm per the Library Director's instructions**
- 3. Evacuate the building**

#### **4. After the incident, report to work as instructed by the Library Director**

##### **Library Director**

-Activates the Library's disaster plan; coordinates the preparation and recovery activities such as the Library's overall incident management, resource and financial allocation and approval, and communication with other departments and outside entities; supervises library staff and their various roles; sets recovery priorities for Library and oversees the Library's internal communications; and reports to City Administration and City EOC Committee, as appropriate.

##### **Administrative Assistant**

-Works under the Director's direction to assist with communications to staff and coordination with vendors; tracks staff working on recovery; orders/coordinates supplies, equipment, and services with other library team members. Acts as documentation coordinator to keep a written and photographic record of facility, supplies, and damaged materials for insurance and FEMA-related purposes.

##### **Librarian III, Systems and Services**

-Works under the Director's authority to implement, communicate, and execute continuing or updated policies, including resource allocation, technology systems and networking equipment including backups and restores to servers, computers, printers, switches, access points, hotspots, laptops, scanners, etc., and plan implementation. Assesses damage to the technology systems and adult collections; decides what will be discarded and salvaged; works with Membership Librarian to assign salvage priorities in adult collections. Barring other instructions, the Systems and Services Librarian will be the Director's automatic designee if the Director cannot function in that role.

##### **Librarian II, Youth Education Librarian**

-Works under the Director's authority to help implement policies pertaining to protecting and post-storm recovery of all library materials and communicate new policies and procedures to the public and staff. Will assess damage to the children's and teen collections and decide what will be discarded and salvaged; Works with Membership Librarian to assign salvage priorities in youth collections. Creates all publicity, signage, and news releases, including regular information updates to the public.

##### **Librarian I, Membership Librarian**

-Works under the Librarian III's direction to supervise, schedule, and provide training to membership staff performing updated roles. Coordinate with Librarian I, II, III, Administrative Assistant, and Director for membership staff workflow, supplies, technology resources for the public, and rehabilitation strategies for the public.

##### **Librarian I, Resource Management Librarian**

-Works under the Librarian III's direction to protect, move, re-inventory, repair, or reorder materials and resources. Coordinates with supervisor regarding collections-related

services/supplies/equipment, such as freezing and drying services; trains and oversees work and handling methods of staff and volunteers assisting with recovery efforts.

**Public Works Custodian**

-Works under the direction of the Public Works Director to handle all storm-hardening tasks, including storm-proofing and all physical preparation and recovery. Communicates and coordinates preparation, hardening, and recovery plans with the Library Director.

**STAGES OF PREPAREDNESS, Pre-Event, Event, Post -Event Pre-Event**

**LIST OF SUPPLIES**

The Library defers to the Public Works Department in the determination of needed activities and supplies to best protect the Library Facility in the event of a weather-related emergency. The Public Works Department identifies the types and amounts of supplies needed for storm-hardening preparations and protection for the Library Facility.

Provided by Public Works

Full Sandbags

Plastic sheeting for exterior

Dehumidifiers

Duct Tape

Provided by Library

Batteries for flashlights

*Uline Duracil C Packs- \$15 per/ 2*

Plastic sheeting for interior

*Uline Visqueen Polysheeting 12 x 200- \$58 per/2 Rolls*

*Uline Stretchwrap 18 x 2000- \$20 per roll/ 2 Rolls*

LED Flashlights

*Uline LED \$20 per/4 Flashlights*

Duct Tape

*Uline Rolls-- \$5 per roll/ 8 Rolls*

Large plastic trash containers-*already owned*

Power Strips- *already owned*

**Pre-Event**

Administration notifies all staff of the conditions and to prepare for activation. Staff should prepare personal readiness plans.

**Hurricane Threat over 72 hours out**

When a disaster is expected, the Library Administrative Team will determine what supplies or services are needed to address the current incident objectives immediately. This includes securing petty cash and receipts and confirming contact information for an updated emergency phone tree. The phone tree lists groups of membership staff, with each group falling under a different supervising

librarian. The Library's Administrative Team will be responsible for maintaining communications between the Director and staff. Flashlights, batteries, plastic sheeting, and packing tape may be purchased in readiness for a hurricane. Plans for preparing the building for closure, the evacuation, and updating contact information will be completed, and video and photos will be taken of the library structure and contents. Public Works will be working on storm-hardening preparations for the facility.

#### **Hurricane Watch 36-48 hours out**

Some staff will be tasked with implementing preparedness activities instead of routine duties. Public Works staff will be working on storm-hardening preparations for the facility.

#### **Records management-**

Many library documents are stored digitally on the Library's server. Backing up these electronic files and physical records containing significant vendors, patrons, contracts, and other information is essential. These will be protected in interior locations as patron records are subject to specific state and other laws, rules, and regulations, including patron privacy laws. Patron records such as applications and registration/usage information will be protected and kept private.

#### **Records Management for Category 1 and 2 storm-**

In the event of a category one storm event, or a light category 2 with a small storm surge, files shall be relocated into interior rooms that are away from windows and doors that may be broken.

#### **Records Management for Category 2 or category three storm-**

In a category two storm event with a high tidal storm surge, or a category three storm event, the Library shall relocate file cabinets to a second-floor interior room away from windows.

#### **Records Management for Category 4 and 5 storms-**

In a Category 4 storm event or greater, records that are vital to the Library's overall operation will be relocated. The Library Director shall identify irreplaceable records and contact the City Clerk about moving them to a safe location.

#### **Equipment -**

Immediately install hurricane shutters or board windows when possible. Brace double doors. Limit building access to one or two points; Apply plastic sheeting or sandbags under doors or any place that water could enter. Move all loose objects to the facility interior. Make sure larger items such as benches, planters, etc., are bolted or otherwise secured.

If possible, move collections away from windows, doors, and off floors. Take priority equipment and special collections (i.e., Art on the Move Collection, oil painting of Dr. Avery, and the original resources from the Avery Library) to the interior rooms. Cover these items with plastic sheeting and lock doors.

Cover all desks, computers, laptops, hotspots, servers, cameras, monitors, backup units, printers, scanners, copiers, and other equipment with plastic sheeting. *\*Note how it was unplugged so it*



*can be quickly restored to service.*

Cover books and materials closest to windows with plastic sheeting.  
Secure the Solar Rooftop Panels as best as possible.

The Library Director will inspect the building to ensure that the evacuation is complete and that materials and equipment are secure. The Director will secure the building and check that appropriate signs have been posted.

### **Hurricane Warning 24-36 hours out**

Upon official notification from the City, the Director (or alternate) will close the Library as follows:

Preparations will be made to protect equipment, books, media, and files.

Closing announcements are made to the public, and the public is cleared from the facility.

Facility doors are locked while staff performs regular closing duties.

Public Works will Finalize storm hardening preparations for the facility, including making the building as weather-tight as possible.

Upon completion of the final check, staff evacuates the building. Staff and their families can stay at the city shelter. Those attending the shelter shall be familiar with the "What to Bring" list located in the Appendix of the City plan.

The Director will notify the New Port Richey Police Department at (727) 841-4550 of the closure.

### **Event (During the Storm)**

Library staff will remain off-site until called back to work either during or after the event.

### **Post-Event**

After the Library facility's structural and electrical integrity is assessed and the building is approved for use, the Library Director will be notified by the City Manager when it is safe to return to the building.

Library staff will be contacted via the phone tree with updates and information about reporting to work and possible temporary assignments. Library staff assigned to the Library will begin readying the facility for public use by assisting with technology, unwrapping or moving special collections, cleaning or straightening, or evaluating collections and materials for damage and inventorying materials.

Staff will begin working as assigned and may work with the Friends of the Library and Library Board members to prepare the collection for salvage. The Administrative Assistant keeps track of staff and volunteer time while the Library Administrative Team (all exempt librarians) coordinates recovery duties. During this assessment, the Library Administrative Team will take photos of their assigned areas. In addition, public Works staff will remove storm preparations, evaluate the damage to the building, and coordinate plans for facility repairs.

### **FOR CLEANUP AND PHYSICAL REPAIRS**

An inventory of the computer equipment and furniture is on file in the Library's share drive and

regularly updated and shared with the Finance Department by the Administrative Assistant.

### **FOR TECHNOLOGY SYSTEMS, PATRON RECORDS, AND ORIGINAL RESOURCES**

The master database of bibliographic records (MARC), patron files, and circulation records is saved in the cloud through Biblionix's Apollo. The Library's shared drive and digital files are stored on the library server located at the Library. The Systems and Services Librarian III and Tech Harbor consultant will assist with safeguarding library information by backing up and maintaining the server, software, and automation equipment- with the assistance of the Technology Solutions Department, as needed.

### **EMERGENCY RESPONSE CHECKLIST**

- Recognize and identify the type of emergency (fire, smoke, chemical, water, etc.)
- Notify appropriate authorities (utilities/emergency personnel/first responders/local emergency management agency)
- Ensure that all staff and visitors are accounted for and are safe
- Activate disaster plan
- Assess and document (in writing and photographs/video) the damage to your building/collections/information systems:
  - \_\_ What areas have been affected?
  - \_\_ How much of the collections have been affected?
  - \_\_ What types of materials are damaged?
  - \_\_ What hazards are there (sewage, electrical, debris, etc.)?
  - \_\_ Are critical systems operational?
  - \_\_ Is relocation of all/some of the operations necessary?
- Develop a plan of action
- Establish command post
- Eliminate hazards
- Stabilize the environment
- Procure necessary supplies
- Establish security measures
- Contact insurance company
- Gain access to emergency funds
- Notify additional personnel/volunteers
- Contact outside recovery service providers
- Coordinate communication with the media/public through the public information office/EOC.
- Coordinate/train response and salvage crews.
- Begin salvage. Information on [salvage and recovery](http://www.salvageandrecovery.com): [www.water-removal.com](http://www.water-removal.com)  
[freezedry.com/rest](http://freezedry.com/rest) 1-800-362-8380

### **VENDORS AND CONTACTS FOR REPAIRS OR CRITICAL EQUIPMENT**

For ILS, Public Access Technology Equipment- Jo Keniry, Tech-Harbor, (727) 942-8811  
For Apollo (Biblionix)- Cameron Charbonnet (888) 800-5623 x 132

## COLLECTIONS

*While inventorying materials, consider the possibility of replacement of damaged material as less expensive and time-consuming than salvage. However, restoration professionals may be able to help restore original materials by way of vacuum or cryogenic freeze-drying or more.*  
*Disaster Restoration Companies*

- ServiceMaster [www.sm24hr.com](http://www.sm24hr.com)----- 863.623.6633
- Advanced Restoration Inc. [www.drymeout.com](http://www.drymeout.com)-----877.379-6368

### Care of Damaged Resources

#### Water-damaged –

DVDs and CDs should be removed from jackets and wiped dry with a clean, soft, untreated cloth, wiping from the center to the outside (radially). Wet cases should be air-dried.

#### Mud or Sewage-damaged-

Handle with plastic gloves and consult with Health and Safety if concerned about contamination. Use clean water to rinse gently (do not scrub), drain, freeze, or air dry.

#### Mildew-

Mold develops on books and papers in conditions of high humidity and temperature within 48 hours if stored in conditions of 65 degrees and 65% relative humidity or higher. Contact Health and Safety to determine if the mold represents a health hazard. Those individuals with health considerations should avoid the area until it is deemed safe. Quarantine the area and decrease humidity and temperature. Use fans to circulate air, and contact a mycologist, fumigation expert, or consultant to determine the type of mold and treatment alternatives.

The [FEMA Collections and Individual Objects Policy DAP 9524.6](#) states that funding may be available for damaged collections and objects of an eligible public or private nonprofit facilities when the collections are:

- Collections on display or storage in a public or private nonprofit facility, including outdoor sculpture and public art installations, accessioned, cataloged, and inventoried.
- This includes collections in state, local, or tribal government libraries, museums, archives, arts organizations, and other collecting institutions that meet FEMA's eligibility criteria.

**Replaceable Library Books and Publications:** FEMA will fund the treatment of "special library collections" but not the replacement of rare books and other fragile materials. General

library books and publications are subject to the provisions of [44 CFR §206.226\(i\)](#).

#### RESOURCES

<https://www.loc.gov/preservation/emergprep/>

<https://www.ala.org/advocacy/disaster-preparedness>

<https://www.ala.org/pla/resources/tools/directors-managers-administrators/emergency-preparedness>

<https://dos.myflorida.com/library-archives/library-development/programs/community/prepare/>

<https://www.flalib.org/recovery>

[www.lyrasis.org/preservation/disaster-resources/disaster-prevention-and-planning.aspx](http://www.lyrasis.org/preservation/disaster-resources/disaster-prevention-and-planning.aspx)

# **POLICE DEPARTMENT**

## Police Department

### **PURPOSE**

The purpose of this emergency management plan is to provide guidelines for Law Enforcement Operations in the event of a natural disaster occurring in our City. Although this plan primarily addresses a hurricane-related event, the protocols contained herein are generally applicable to any disaster. All police department personnel are responsible for being familiar with this plan and ready to carry out their designated duties before, during and after a hurricane. This plan shall be reviewed no less than annually and revised according to new information gained and lessons learned.

The primary function of our police department is to provide the first line of defense and assistance to the community in the event of a disaster. In post-disaster environments, usual operational procedures are commonly modified to accommodate unusual circumstances that emerge.

The police department shall use the National Incident Management System (NIMS) to manage all disaster events. It is imperative that supervisory personnel maintain close supervision and accountability of their subordinates with safety as the highest priority. Because a wide range of conditions may exist after a major hurricane has passed, it is impossible to specifically identify post-storm response procedures for every situation. Personnel and their supervisors must be prepared to adapt to unusual conditions and follow any change of usual procedures as necessary to meet the challenges of a disaster environment.

This plan is designed to utilize available emergency resources to their highest capacity while coordinating assistance from around the region and state.

### **PERSONAL READINESS PLAN**

During the hurricane season (June 1<sup>st</sup> through November 30<sup>th</sup>), all personnel shall maintain keen awareness of tropical storm situations in the Atlantic Ocean and the Caribbean Sea. As storms develop and move in a potentially threatening course toward our area, we must all be prepared to

take whatever actions necessary if our area is hit. Immediately, upon the National Weather Service issuing a "Hurricane Watch" for our area, all law enforcement personnel shall initiate their "personal readiness plans". Those plans should include everything that must be accomplished, in advance, to insure the safety of the officer's family and possessions while he or she is away at work helping the community.

On or about May 1<sup>st</sup> of each year, the Chief of Police shall direct a memorandum advising all Department personnel of their responsibility for hurricane personal preparedness for their families and property. Emphasis will be placed on reminding all employees of their responsibility to prepare their personal residence during the **Hurricane Watch Period**.

Also, on or about May 1<sup>st</sup> of each year, the Operations Commander will direct a memorandum to all supervisors regarding department hurricane preparedness for the beginning of hurricane season. This information will address command structure, facility preparedness, and preparedness activities required by each division. RECALL

When the National Hurricane Center/National Weather Service issues a hurricane watch, all off-duty sworn and civilian personnel shall be prepared to report to duty if so ordered by the Chief/Deputy Chief of Police or his/her designee.

All personnel are encouraged to make personal preparations well in advance of a storm so final preparations are minimal. All personnel are expected to conduct personal readiness activities after a watch is issued to enable them to report for duty as needed. The shift on duty when a warning is issued may be required to remain until relieved by the Chief/Deputy Chief of Police or his/her designee. Personnel may be excused from duty during the hurricane warning period as directed by their supervisors. Supervisors must secure proper instructions for the release of these employees through the chain-of-command. Personnel reporting to work prior to a storm, or recalled for a storm, will bring with them sufficient toiletries, clothing, bedding, food, and water to last a minimum of 72 hours.

The Chief/Deputy Chief of Police reserves the authority to cancel all authorized leave if emergency conditions require additional staffing. Leave requests will not be approved once a hurricane watch is issued. All personnel on authorized leave must make every reasonable effort

to contact the Operations or Administration C o m m a n d e r within one (1) hour of a hurricane warning being issued to find out if their leave is being canceled.

- **Employees Not On Duty**

As soon as possible after DISASTER conditions subside, all employees not on duty during the disaster are expected to report to their assigned positions. Those with no assignments at that time are expected to inform the Command Center of their location and situation. This will enable the Department to account for all employees and identify any personal needs of each employee reporting. The names of individuals who do not report in will be provided to the Command Post for accountability. Upon calling in, each individual will be informed of their predicted assignment and/or work schedule. Work schedules will be made with consideration of the personal impact on each employee.

- **Sworn Personnel**

When a **DISASTER** is announced by the City Emergency Operations Center, the County or the Chief/Deputy Chief of Police, all sworn personnel who are on their day off will return to the Police Department within four (4) hours of the announcement. Employees will be given time to complete steps to secure their family and property. *(These steps should be taken immediately upon release from duty during a hurricane watch.)* On-duty personnel will be relieved of duty by the reporting past shift or incoming shift in order to secure their family and property. Employees are expected to return to their duty station within four (4) hours. Exceptions must be authorized by a Commander or his/her designee.

Each Department Director or designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.



## RESPONSIBILITIES OF PERSONNEL

### Police Chief/Deputy Chief:

- Shall be assigned to the City's Emergency Operations Center (EOC).
- Approve the disaster policy and procedure, including the command structure.
- As part of a unified command system, shall work with the City Manager, Fire Chief, and the Director of Public Works to coordinate overall emergency operations.
- Shall keep the City Manager advised regarding the operational status and readiness of the Police Department.
- Shall mobilize the Police Department in the event of an emergency if deemed necessary.
- Shall maintain communications with the City representative at the Pasco County Emergency Operations Center.
- Shall serve as the Police Department's Public Information Officer (PIO) or assign a designee to operate in that capacity.

### Operations Commander:

- Shall serve as Platoon Commander.
- Is responsible for day-to-day operations and appropriate law enforcement duties during a storm event.
- Will serve as Incident Commander during disaster emergencies.
- Shall maintain communications with the Chief/Deputy Chief of Police and advise him or her of relevant developments.

### Administrative Commander:

- Shall coordinate an annual review and recommend modifications to this disaster preparedness plan, as needed.
- Shall collect all disaster reports, recommendations, and other related information from within and outside the department.
- Shall be responsible for the coordination of Communications Records Management.

- Shall serve as Platoon Commander.
- Shall be responsible for the day-to-day operation and appropriate law enforcement duties during a storm event.
- Will assist as Incident Commander during disaster emergencies.
- Shall ensure adherence to all hurricane procedures.

(Hurricane Watch):

- Shall insure that all “back-up” tapes containing the Police Department archived records are current & available.
- Shall notify all Patrol Shift Supervisors that any outstanding criminal reports must be turned in prior to Hurricane Warning status so those records may be scanned into the system.

(Hurricane Warning):

- Shall insure that the Police Department LAN files server is prepared for transport along with any tapes or other electronic record storage items.
- Shall oversee coordinating the storage of those items with evidence, coordinating the effort with the Evidence Technician.
- Shall ensure power equipment and generators are functional.

### **Sergeants**

- Shall supervise personnel under their command.
- Shall ensure adherence to all hurricane procedures.
- Shall maintain communications and consult with their platoon commander.
- Shall track officers’ daily attendance and hours worked (ICS 214 Form)

### **Corporals**

- Shall provide operational and administrative support to their respective sergeants.

### **Patrol Officers:**

- Shall promptly execute all orders.
- Shall maintain operational readiness of their equipment and assigned vehicle.

### **Property & Evidence Technician**

**The Property & Evidence Technician is responsible for the following:**

Hurricane Watch:

- Shall mark all necessary file cabinets that contain police records that have not been saved

electronically.

- Shall prepare evidence for transport in the event weather conditions require vacating the Police Facility.
- Photograph/video all department buildings, vehicles and assets

## **STAGES OF PREPAREDNESS Pre-Event, Event, and Post-Event**

### **Hurricane Threat over 72 hours out**

- Monitoring the storm looking for potential impact for planning purposes.
- Notify employees to prepare for the impending storm.
- Inform employees to finalize their family plan and be prepared to execute it.
- Platoon Commanders are responsible for converting any identified location to a Department Command Post configuration with all supplies whenever directed by the Chief/Deputy Chief of Police, Designee or Incident Commander.

### **Hurricane Watch 36-48 hours out**

When a Hurricane Watch has been formally announced, the following shall take effect:

- All leave (annual, training, City business) shall be canceled.
- Platoon System/ 12-hour shifts shall be in effect.
- Shift Supervisors will make assignments for delivering evacuation notifications:
  - Assignments for “Calls for Service”
  - Vehicle assignments
  - Check vital equipment (, batteries, etc.)
- The Chief/Deputy Chief of Police or his designee will conduct a briefing in order to:
  - Preview specific assignments.
  - Preview availability of personnel, supplies, and equipment.
- Schedule Communications Officers.
- Confirm all vehicles are fueled & prepared.
- Determine food needs & supplies required for a 72-hour event.
- Begin preparations for a potential evacuation of the Police Facility.

- Computers and equipment will be raised off the floor and moved into an interior, windowless room, if available, and wrapped in plastic and secured with duct tape or equivalent.
- Place all personnel on stand-by status.
- Once placed on stand-by status, all personnel shall enact their personal readiness plans.
- All personnel are to continue to maintain cell phone and phone availability and be ready to report to duty immediately if a recall is ordered.
- The Police Headquarters shall be prepared and secured.
- The City's Emergency Operations Center (EOC) will be activated.
- All police duties will continue as normal until such time as weather conditions prohibit further operations and a No Response Order is issued by the Chief/Deputy Chief of Police..

### **SECURING POLICE STATION**

Immediately upon the issuance of a Hurricane Watch, the shift supervisor will prepare the station by initiating the following:

- Securing all City owned property that is outside the station and garage. All loose equipment or articles not permanently secured are to be stored or tied down in a safe area.
- Remove all loose equipment and materials from floors and window areas to protect them from possible water damage.
- Procure sandbags and place where necessary.
- Hurricane Shutters will be placed up on the front windows (East Side of Building, main door area.)

### **Hurricane Warning 24-36 hours out**

After a hurricane warning has been issued and as soon as sufficient personnel have returned from making adequate personal hurricane preparations, the Chief/Deputy Chief of Police shall identify:

- One Platoon Lieutenant
- One sector Sergeant
- One sector Corporal

The sector Corporal will report to and follow the direction of the sector Sergeant. The Platoon Lieutenant shall be responsible for the needs of facilities, including accounting of personnel and all equipment that moves in or out of the command locations. These personnel will not leave the station or respond to calls and will manage activities for the duration of the incident. Relief will be appropriately identified for those individuals and the positions will be staffed until such time as normal operations can be resumed.

- The Chief/Deputy Chief of Police shall maintain contact with the Pasco County EOC for hurricane updates.
- The Administration Division Commander shall coordinate with City Information Technology Technicians and other specialists, as necessary, to secure delicate electronics, vital electronic records storage items, etc.
- Discontinue all non-essential activities as determined by the Chief of Police.
- Prepare forms for record keeping to include: vehicle mileage and employee work hours.

#### Emergency Operations

- City Emergency Operations Center (EOC) in full operation.
- The Chief/Deputy Chief of Police shall establish command and implement the Incident Command System.
- The Police Department will continue all requests for emergency response until conditions are deemed unsafe at which time the Chief/Deputy Chief of Police or his/her designee will issue a No Response Order to Dispatch who shall broadcast the No Response Order over the radio and via CAD.
- Once a No Response Order is issued, Dispatch shall screen and prioritize all calls for recovery period operations.
- During the height of the hurricane/disaster, everyone must take necessary actions to protect themselves and equipment from wind and/or flood damage.

## PROCEDURE FOR ASSIGNING, NOTIFYING & TRACKING MANDATORY EVACUATIONS

### TRACKING EVACUATION NOTICE

Supervisors shall utilize the following procedure to track areas being notified / evacuated:

- Two bulletin boards will be maintained at the Command Post/ Police Facility
  - North Sector
  - South Sector
- Supervisors will utilize maps from the Patrol Division Map Book and place grids/location on each bulletin board, with the appropriate heading.
  - Need of Notification
  - Process Being Notified
  - Notification Completed
- In the event evacuation traffic becomes constricted on U.S. 19, we will:
  - Secure U.S. 19 at Trouble Creek Road and divert northbound traffic east on SR 54
  - Secure U.S. 19 at Floramar Terrace and divert traffic northbound.
  - Secure U.S. 19 at Main St diverting all eastbound traffic north on US 19 (this will prevent congestion in the downtown core).

### ASSIGNING OFFICERS

Platoon Commanders will have approximately a total of 15-17 officers to assign upon the implementation of the 12 hour/ Platoon shifts. These officers will need to be assigned to the following functions, as needed:

- **Notification / Evacuation Officers:** Officers assigned as Notification / Evacuation officers will be assigned to this task utilizing a tracking system that will record what locations were notified and by which officer(s). Officers assigned to this detail shall utilize “marked” Patrol vehicles. Officers will broadcast a “Mandatory Evacuation Notice” by using the Patrol vehicle’s Public Address System. Officers will also activate all emergency lights on the vehicle. When a majority of the residents have responded to the notice, officers will be assigned to conduct a “door to door” notification in those areas identified as the most susceptible to storm surge and flooding. The Department will also coordinate such efforts with the Pasco County Emergency Operations Center in the utilization of “Reverse 911” system and any other available notification system.
- **Road Patrol / Calls for Service Officers**

- **Supply Officers**
- **Shelter Coordinator**
- **Marine Patrol Officer**
- **Specialized Equipment Officer (portable generator etc.)**
- **Task Force Officer (1 or 2 Officers per task force, pending on staffing)**
- **Two-person units whenever practical as determined by the Incident Commander**

## **COMMUNICATIONS**

Officers assigned to the Evacuation / Notification assignment will utilize the “OPS” channel for communications to prevent confusion with officers performing the Road Patrol/Calls for Service assignment.

The Communications (Dispatch) office will remain on line at the New Port Richey Police Department during Category 1 and 2 storms until a determination is made that it is unsafe or equipment fails at that location. At that time, the Chief/Deputy Chief of Police or his/her designee will instruct that the function relocate to the Pasco County Communications Center. Once it is safe and feasible Chief/Deputy Chief of Police or his/her designee will instruct dispatch to return to the Police Station and resume operations. Desktop Radios will be made available at each Sector Command Center. In the event the 800 MHZ system should fail, officers will utilize Conventional 800 and the “Talk Around” channel.

## **CEASE EMERGENCY ACTIVITY ORDER**

The Chief/Deputy Chief of Police or his/her designee shall determine, in consultation with the “EOC Operations” officer, when the Department will cease responding to calls due to the severity of the storm. This decision will then be announced by Communications as a **NO RESPONSE ORDER**. Prior to this announcement, any Sector Supervisor or unit officer who feels that situations encountered are sufficiently dangerous to personnel at his/her location may choose to cease operations and return to a secure sector location, but must inform Communications of that decision. Sector Supervisors or unit officers who feel the need to continue operations past the announcement from Communications must justify their decision through Communications and receive authorization to

continue their current task by the Incident Commander.

The following guidelines may be used to determine when officers should be placed in non-response mode during storm conditions:

- Evacuation unit operations will be terminated with the onset of sustained winds of 45 mph or when conditions become unsafe for emergency services personnel.
- Response unit operations will be terminated when sustained winds of 45 mph exist or local conditions dictate unsafe conditions (localized flooding, downed wires, etc.)

Upon issuance of a No Response Order, all Department personnel shall terminate outside activities and return to their designated quarters or assigned staging area.

Once all emergency personnel and vehicles have returned to the station, all overhead doors shall be properly secured.

The Chief/Deputy Chief of Police will monitor changes in hurricane conditions and determine when outside operations may resume. Upon direction by the Chief/Deputy Chief of Police a "Resume Response Order" order shall be issued to Dispatch. Dispatch shall make that announcement over the radio twice. If Dispatch is unable to make the announcement due to a communication system failure, or any other reason, the Platoon Commander in charge shall ensure that the order is disseminated to all personnel.

## **VEHICLE AND PERSONNEL PLACEMENT**

### **Vehicle Policies**

On duty Supervisors will assure that all Departmental vehicles considered being essential during or immediately following a hurricane will be readily available and completely fueled and serviced. The Chief/Deputy Chief of Police will determine which vehicles should remain in the possession of employees during a hurricane, and all other employees should be prepared to leave their vehicles at a designated location prior to their release from duty and before the arrival of the hurricane, and should arrange for other means of transportation. All vehicles must be available for use during the hurricane and in recovery functions following the storm. Logistics will provide for extra fuel for agency



vehicles, auxiliary power units, and station generator for maintaining power to the extent that resources are available.

During a category 1 or 2 hurricane Officer and vehicles shall post at the Police Department.

- When the No Response Order is issued any police vehicles that will fit will be parked in the sally port, nose in, with the back of the vehicle placed as close to the garage doors, as is safely possible, to help give added structural support to the doors and minimize the likelihood of the vehicle's interior being damaged during the storm.
- In the event that vehicles will be parked outside make every attempt to place agency vehicles in a circular nose to nose position.

**NOTE: The Chief/Deputy Chief of Police or his/her designee may elect to modify these recommendations as needed.**

## EVACUATION ORDERS

In the event of a category 3 or 4 Hurricane Event, the Chief/Deputy Chief of Police or his/her designee will order the evacuation of all police department personnel. All personnel shall relocate to the New Port Richey Recreation Center.

In the event of a category 3 or 4 hurricane all vehicles shall post at the following location:

- [The New Port Richey Recreation and Aquatic Center; 6630 Van Buren Street](#)

In the event of a category 5 hurricane or an order is given to evacuate the City, all vehicles shall post at any of the following location(s): Determined by Police Chief

- [Pasco Hernando State College \(PHSC\); Conference Center 10230 Ridge Road \(MOU\)](#)
- [Calvary Chapel Church; 6825 Trouble Creek Road \(MOU\)](#)

In the event an evacuation order is given, the following actions shall be taken:

- Any other equipment/supplies shall be removed as directed by the Chief/Deputy Chief of Police or his/her designee.
- Elevate documents and files, which are not being removed, to as high a location as practical within the station.
- Members shall input reports utilizing laptops and sync when it is possible to do so.
- Ensure that all records and files are backed up.
- Ensure that the station is secured.
- Police Administration shall ensure that all records are secured in place.

### **Event (During the Storm)**

*Operations During a Hurricane* - Actions should concentrate on the well-being of people affected by the emergency, with emphasis centered on life-saving and property protection. Preliminary damage assessments should begin. Every attempt will be made to continue our primary mission of protecting lives and property in New Port Richey. It should be remembered, however, that Law Enforcement personnel are subject to the same environmental limitations as are general members of the public.

After receiving the “NO RESPONSE ORDER” all Police department personnel shall return to their respective safe shelter locations. (As assigned at the pre-event stage)

- Take advantage of the down time to get necessary rest.  
Review standing orders for your assigned Task Force Group. Those orders shall be executed in the event no other communication system is operational immediately after it is deemed safe to begin life safety operations. See appendix \*\*\*\* for TASK Force standing orders and locations

### **Hurricane Eye Operations**

Operations during the eye of the hurricane should concern themselves primarily with re-securing the facility, if necessary, and assisting citizens who come to the facility when it would be a danger to refuse admittance. All activities during the hurricane eye shall be undertaken only if they can be completed safely. In all cases, Hurricane-eye operations shall

be coordinated through Communications and Command Post, when feasible.

- Requests for assistance received by Communications, which occur during unsafe conditions and when emergency units are not able to respond, will be prioritized and remain on a waiting list at Communications for post hurricane assignment through the Command Post.

### **Post-Event**

*Operations After a Disaster* - Emphasis is on helping injured and displaced persons and securing dangerous areas. Definitive medical treatment, operation of mass care facilities, registration of displaced persons, detailed damage assessment may also occur during this period.

- After the storm has passed and it is safe to return to duties, a damage assessment of the Patrol vehicles shall be accomplished.. Any damage noted will require back up such as photos and entry in the ICS 214 unit log.
- Post event photos
- All units shall check communications abilities/status.
- If primary communication channels are inoperable, all personnel shall follow procedures established in the City's Comprehensive Emergency Management Plan.
- A damage assessment should be completed as soon as conditions permit a view of the area from outside the facility. Resume emergency responses as soon as possible.
- Maintain accurate and complete records of all expenditures for manpower, material, gallons of fuel, equipment, etc. used throughout the emergency. Utilize your ICS 214 unit log.
- In a disaster, many demands will be placed on emergency workers. It is expected that each situation will be dealt with in an appropriate, professional manner. But most of all, it must be done with safety being of primary importance.
- Police Headquarters will not be designated as a food or other donation site, except by order of the Chief/Deputy Chief of Police.

### **Resuming Operations ("Resume Response Order")**

- The Chief/Deputy Chief of Police or his/her designee shall make a determination, of when the Department can resume response operations. This decision will then be announced by Communications Division via radio and CAD. Supervisors who evaluate a need to respond

earlier will state the conditions at their location and their need to begin operations. They will be authorized to respond only upon approval from Communications (this approval will be authorized by the Chief/Deputy Chief of Police or his/her designee). If unable to contact Communications, the decision to approve such operations will rest with the Platoon Commander. Activities shall be undertaken only if such operations can be completed in a safe manner.

- Under emergency conditions during a disaster, all radio communications must provide **only essential information**.
- *Plain Talk Communications* - Upon the resumption or response operations following a hurricane, all units will communicate in plain talk (plain English). All incoming mutual aid units will also be requested to speak in plain talk.
- *Dispatch Through Communications* - The primary response method, unless otherwise indicated, will be Dispatch by Communications. Units responding to requests from Communications must advise that office of any problems encountered during dispatch, or any changes of assignment necessitated by personal observations.
- *Dispatch Via Sector* - Dispatch of units may be controlled at a Sector. This regional dispatch may be relayed from Communications, may be based upon information at the Sector, or a combination of both.
- *Self-Dispatch Based Upon Assessment* - It may be necessary for units to dispatch themselves due to lack of communication means with sectors or the Communications Center. This must be done based upon the officer's assessment of the situation at the time.
- *Primary Search and Rescue* - Primary search and rescue may be implemented to support the emergency response. This activity would be limited to the rescue of lightly trapped victims. Appropriate decisions must be made as to the priority of responsibilities during this time period.
- *Safety and Hazard Identification by personnel conducting emergency operations*. Sector and unit officers, who believe it is safe to resume operations prior to the announcement of a **RESUME RESPONSE ORDER**, shall contact Communications. All are reminded that their own safety and well-being must be their first priority. Many hazards will be encountered during the first 72 hours following after a hurricane, to include:
  - Wires down

- Gas leaks
- Fires
- Unsafe structures
- Flooding
- Hazardous materials incidents
- Traumatized animals
- Heat stress
- Officers will utilize issued safety equipment and insure their own personal safety

### **RECORD MANAGEMENT & L.A.N.**

The Police Department's disaster plan covers the procedural steps that should be followed in the event of various related emergencies. Included in this section are the steps required to be taken in order to maintain all State of Florida required data and/or reports. The Police Department must maintain safe custody of all documents that cannot be saved electronically and also all physical evidence associated with any criminal investigations.

During the event, Evidence and Records will be stored in TBD. The Property & Evidence Technician will remain at that location with all evidence and records unless relieved by the Administrative Commander or a designee.

Hurricane Warning:

- Shall contract with truck rental company to have a 24ft rental truck on standby for use by the Police Department. Truck will be fueled and prepared to travel to TBD.

### **Employee Time Keeping**

In addition to the Daily Attendance Sheet, it will be the responsibility of the Sergeant assigned to the TASK Force to complete the ICS 214 personnel unit log. The log shall utilized to keep track of all hours worked and assignments completed for the operational period. The ICS 214 forms shall then be forwarded up to Lieutenant who will forward it to the Finance Department.

## Special Considerations

Recognizing that problems will appear and giving some thought to them prior to a disaster are steps toward overcoming them. Some of the areas require specific actions; some will diminish with time; some are inherent in disaster operations and must simply be accepted.

The following list is intended to be a realistic set of problem that we can expect to face following a hurricane.

- Emergency equipment and field units will commit without being dispatched. There will be an air of urgency and more requests for aid than units available to send.
- Citizens may volunteer to help, but their commitment will usually be short-term, until their immediate problem is addressed.
- Water will be contaminated and unsafe for drinking.
- Electric power will be unavailable in sections of or throughout the city.
- Phone service will be erratic or nonexistent.
- Portable toilets will be in demand.
- Some on-duty personnel may leave their post to be with their families.
- All media representatives should be referred to the Public Information Office.
- Very few citizens will utilize evacuation/mass care centers; they will prefer to stay with friends, relatives, or stay in their homes.
- Emergency responders will require rest and must be relieved. This applies to everyone, even yourself.
- Equipment will be lost, damaged, or stolen and may never be accounted for.
- Some units may “disappear”. You will not be able to reach them and will not know where they are or what they are doing.
- Someone will get the bill. Record keeping by all levels of the organization is essential.
- Representatives from public agencies from throughout the United States and many foreign countries may come to observe the operations or offer assistance.
- Some citizens and media representatives will question your decisions.
- Coordinators may wait for damage/casualty assessment information to establish priorities.
- Communication between the County’s EOC, the City’s EOC, and field operations may be inefficient and sporadic.

# **PARKS & RECREATION**

## Parks and Recreation Department

### Purpose

Establishment of procedures to follow, in the event of a disaster, would aid in easing of the impact of such events and making recovery a safe and orderly occurrence.

Specific goals to accomplish relief in the event of a catastrophic occurrence may include, but are not limited to:

- Document all expenses to ensure recovery of funds expended
- Administer Shelter Operations
- Safely Secure the Facility

### Personnel Readiness Plan

During the hurricane season (June 1st through November 30th) all personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean. As storms develop and move in a potentially threatening course we must all be prepared to take whatever actions that will be necessary, if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service; all Recreation and Aquatics Center personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will ensure the safety of the employee's family, pets, and possessions while he or she is away at work helping the community.

### Recall

In times of a catastrophic disaster, all Recreation and Aquatics Center employees are considered essential and need to be in a ready status when called upon to come into work.

The Department Director has the right to cancel all vacations in the event of a disaster. All staff may be asked to work outside of their normally assigned duties in order to meet the overall city's goals. All department personnel is required to keep a personal time log beginning when a disaster is announced. You will also be required to document all time spent operating any equipment and submit those reports to the Parks and Recreation Director or their designee.

Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

### Responsibilities of Personnel

#### New Port Richey EOC:

Parks & Recreation Director or their designee (in the Director's absence)

#### Facility Closing Announcements and Shelter Operations Updates/Media Outreach

Marketing and Community Outreach Coordinator



Emergency Shelter Operations  
Recreation and Events Coordinator  
Recreation Supervisor  
Fitness Center Supervisor  
Recreation Manager  
Aquatics Manager

\*Assigned per storm

Storm Related Record-Keeping, Financial Statements, Payroll  
Office Administrator

### **Stages of Preparedness: Pre-Event, Event, and Post-Event**

#### *Hurricane Threat over 72 hours out*

The Recreation and Aquatics staff will be divided into teams with captains (Captains = Aquatics Manager, Recreation Manager, Head Life Guards, Recreation Supervisors, Recreation and Events Coordinator.) Captains will be responsible for maintaining contact with the Parks and Recreation Director or designee and for communicating information and duties to their team members. Flashlights, batteries, plastic sheeting, packing tape, and magic markers will be purchased in readiness for any hurricane situation. Plans for preparing the building for closure, the evacuation, and updating of contact information will be completed as well as video and photos taken of the Recreation and Aquatics Center structure and contents.

#### *Hurricane Watch 36-48 hours out*

As many staff members as possible will be freed of their routine duties to implement the advanced stage of preparedness.

### **Pre-Event**

#### ***Aquatics Facility:***

- Close pools to the public
- Put pool furniture and all lifesaving equipment into the pool or into storage rooms
- Lane ropes placed inside storage rooms
- Remove awnings
- Turn off electricity
- Turn off chlorine
- Secure pump house
- Review all procedures and expectations with employees
- Employees will be provided with time to secure their personnel property and move their families to a safe location.

- Contact the Team Captain by cell phone once your personal property is secure. If we are unable to contact you by phone, you are required to report to the Recreation & Aquatic Center.
- All employees that report to the Recreation & Aquatic Center shall bring at least three days of supplies for themselves and their families. Please note Disaster Plan Appendices Section Shelter Locations and Shelter “What to Bring” Detail List for detailed information.

***Recreation Center:***

- Close center to the public.
- Ensure the generator has been filled by Public Works Department.
- Pick up outside trash cans and other loose objects that could become airborne and place them in storage rooms.
- Lock outside restrooms.
- Fuel all city vehicles.
- Secure all objects which are removable (tennis court nets and windscreens).
- Review all procedures and expectations with employees
- Employees will be provided with time to secure their personal property and move their families to a safe location.
- Contact Team Captain by cell phone once your personal property is secure. If we are unable to contact you by phone, you are required to report to the Recreation & Aquatic Center.
- All employees that report to the Recreation & Aquatic Center shall bring at least three days of supplies for themselves and their families. Please note Disaster Plan Appendices Section Shelter Locations and Shelter “What to Bring” Detail List for detailed information.

**Event: During the Storm**

- Provide Shelter assistance as directed.
  - Leadership and direction of assistance provided by Parks and Recreation Director.

**Post-Event**

- All employees will report to the Recreation & Aquatic Center, if not already there, as soon as possible.
- Report to the assigned Team Captain or Parks and Recreation Director for assignments to critical areas and other departments.
- Building Security (i.e. boarding up broken windows etc.)
- Assess damages to the Recreation and Aquatic Center facilities and complete reports.
- Prepare for re-opening the facility to the public

## Emergency Response Checklist:

*(Note: This checklist serves as a guideline only; not every step may be listed just as every step on this list is appropriate for every institution/emergency.)*

Recognize and identify the type of emergency (fire, smoke, chemical, water, etc.).

- Notify appropriate authorities (institution/emergency personnel/first responders/local emergency management agency).
- Ensure that all staff and visitors are accounted for and safe.
- Activate your disaster plan.
- Notify the disaster team.
- Gain clearance to enter the building.
- Assess and document (in writing and in photographs/video) the damage to your building/collections/information systems:
  - What areas have been affected?
  - How much of the collections have been affected?
  - What types of materials are damaged?
  - What hazards are there (sewage, electrical, debris, etc)?
  - Are critical systems operational?
  - Is relocation of all/some of the operations necessary?
- Contact insurance company.
- Gain access to emergency funds.
- Develop a plan of action.
- Establish a command post
- Gain clearance to enter the building.
- Procure necessary supplies
- Establish security measures.
- Notify any additional personnel/volunteers
- Contact outside recovery service providers
- Eliminate hazards.
- Stabilize the environment
- Coordinate communication with the media/public through the public information office/EOC.
- Coordinate/train response and salvage crews.
- Begin salvage.
  - Information on salvage and recovery:  
[www.water-removal.com](http://www.water-removal.com)  
1-800-362-8380

### **List of Supplies:**

*Note: This supply list serves as a guideline only; not every item may be listed just as every item on this list is appropriate for every institution/emergency.)*

*Purchase items before event takes place as some items may be limited due to the increased demand.*

- Full Sandbags
- Terry cloth towels
- Cleaners, Disinfectants - Nilfisk
- Extension cords
- Pairs of Rubber Boots
- Batteries for all flashlights and lanterns
- Cardboard Cartons
- Pencils
- Empty sandbags
- Power strips
- Boxes of paper towels
- Sheets of plastic - Visqueen
- Flashlights
- Disposable cameras with flash, one per floor
- Adhesive labels for containers and boxes
- Newsprint paper
- Cloth rags
- Dehumidifiers
- Rolls of freezer paper
- Rolls of Duct Tape
- Battery-powered lanterns
- Waterproof containers for storage
- Waterproof markers for labeling
- Large plastic trash containers
- Weather radios, one per floor
- Caulk
- 2 x 4's and plywood – supplied by the city

Other items include, but are not limited to: Blankets pillows, Change of clothes, Prescriptions/ Medications, Water, Canned Food with can opener, toiletries, shampoo, soap, deodorant, toothbrush, toothpaste, first aid supplies, & gloves.

# **PUBLIC WORKS**

## **Public Works Department**

### **FACILITIES MAINTENANCE DIVISION**

#### **PURPOSE**

In the event of a natural disaster such as a hurricane, the City's Facilities Maintenance Division's specific goal is to accomplish relief in the event of a catastrophic occurrence. The divisions main duties may include, but are not limited to:

- Assessing all Facilities for weathering of a disaster
- Assist with other divisions of the Public Works Department
- Assist with the operation of the shelter for City Employees and their families
- Document all expenses to ensure recovery of funds expended

#### **PERSONAL READINESS PLAN**

During the hurricane season (June 1st through November 30th) all personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean, as well as all other areas where weather could pose as a threat to our region. All personnel shall keep themselves up to date of the "Introduction Section" of the City's Disaster Plan.

As storms develop and move in a potentially threatening course we must all be prepared to take whatever actions that will be necessary if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service; all Public Works Department personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will ensure the safety of the employee's family and possessions while he or she is away at work helping the community.

#### **RECALL**

In times of a catastrophic disaster, all Public Works Department employees are considered essential and need to be in a ready status when called upon to come in to work. The call back of personnel shall be based on the expected storm category at landfall. The process of calling personnel back to work will be accomplished by either calling personnel directly utilizing cell phones or through listed secondary contact.

This process shall allow sufficient time for personnel to provide for the security of their families and pets, work during the storm activity, and during the recovery phase without fatigue. The call back of personnel may be altered so that those employees that live in the areas expected to be the least affected are recalled first. All employees that report to the Public Works Operations Center shall bring at least three days of supplies for themselves and their families. Please note Disaster Plan Appendices Section Shelter Locations and Shelter "What to Bring" Detail List for detail information.

Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

All vacation, holiday, personal and compensatory leave shall be cancelled unless the employee is physically out of the state/area and return is not feasible. The Incident Commander may waive this requirement in cases of personal hardship.

## **RESPONSIBILITIES OF PERSONNEL**

Hurricane Recovery Operations begin with the Initial Response phase. During Initial Response, the Administrative Section works with all departments to insure that record tracking is occurring for disaster funding assistance. This includes documenting on FEMA Forms.

### New Port Richey EOC:

Upon readiness of Teams the Facilities Maintenance Field Supervisor will report to the Public Works Director or his/her designee and await job assignments.

- Depending on implementing activation of emergency shelter for City employees and their immediate families, designated division employees will make contact with Facilities Maintenance Field Supervisor to be informed of assigned location.
  - Designated division employees assigned to the Recreation and Aquatic Center (RAC) will be assigned to the RAC.
  - Designated division employee assigned to the Police Department will be assigned to the Police Department
  - Designated division employees assigned to Library and City Hall will contact Facilities Maintenance Field Supervisor to request assigned location.
- Team #1 will consist of one (1) designated division employee with a service truck and report to the staging area at the New Port Richey Public Works Operations Center. UNLESS OTHERWISE ASSIGNED.
- Team #2 will consist of one (1) designated division employee with a service ruck and report to the staging area at the New Port Richey Public Works Operations Center. UNLESS OTHERWISE ASSIGNED.

## **STAGES OF PREPAREDNESS Pre-Event, Event, and Post-Event**

### PRE-EVENT

#### **Hurricane Threat over 72 hours out**

Due to the uncertainty of hurricanes and their anticipated landfall, situations may arise requiring employees to be placed on stand-by for extended periods of time.

- Employees will be notified of upcoming storm event and what is expected of them.
- Record any changes of addresses and telephone numbers of employees during emergency and update as necessary.

#### **Hurricane Watch 36-48 hours out**

Upon advance warning that an emergency condition may be forthcoming, all Public Works personnel will be subject to call.

- Retain FEMA ICS214 folders at the front office. Folder for each vehicle and heavy equipment.
- Video record all City facilities inside and outside of each building.
- Secure all loose objects in the area to prevent wind damage.
- Pick up all trash cans and other loose objects that could become airborne and place in storage rooms.

- Fuel all trucks, tractors, generators, gas operated tools, gas containers, etc.
- Sharpen all chain saw blades/One (1) spare chain should be included for each chain saw in inventory.
- Secure adequate supply of emergency recovery equipment. (e.g. batteries, lights, gloves, bug spray, first aid kits, garbage bags, etc.)
- Computers and equipment will be raised off the floor and moved into an interior, windowless room if available and wrapped in plastic and secured with duct tape or the equivalence.
- Other appropriate measures as necessary. (Move equipment, backhoes, saws, etc. to staging areas.)
- Employees authorized to take assigned vehicles home as follows:
  - Facilities Maintenance Field Supervisor

### **Hurricane Warning 24-36 hours out**

Upon announcement of emergency status, the Facilities Maintenance Field Supervisor shall proceed to the Public works Operations Center or other location as circumstances may warrant and establish communication with the Public Works Director or his/her designee.

- Close all Buildings to the public.
- Install plywood on all windows if possible.
- Secure all objects which are movable.
- Close all security gates.
- Turn all power off at the main breaker at facilities where no personnel may be on-site.
- Review all procedures and expectations with employees.

### **CEASE EMERGENCY ACTIVITY ORDER**

As hurricane conditions intensify, a time will come when further outside operations will become too dangerous to continue. While, historically, this has been an arbitrary point, the decision should be based on wind speed, visibility, flooding, access, and any other conditions that can compromise the safety of essential personnel. The Public Works Director or his/her designee has determined that the wind speed that will be considered as the benchmark for ceasing outside operations shall be sustained winds of 40 mph. The Public Works Director or his/her designee shall be responsible for issuing the Cease Emergency Activity order.

Upon the receipt of a Cease Emergency Activity order, Public Works Department personnel shall terminate outside activities and return to their designated quarters or assigned staging area. Once all essential personnel and vehicles have returned to the designated location, all overhead doors shall be properly secured.

The Public Works Director or his/her designee will monitor the changes in hurricane conditions and will decide when outside operations may resume. Upon direction by the Public Works Director or his/her designee, the Division heads in charge shall issue a “Resume Emergency Activity” order. If the communication system has failed it is the Division heads responsibility to ensure that this order is disseminated to all personnel.



### **EVENT (During the Storm)**

After receiving the “Cease Activity order” all fire department personnel shall return to their respective safe shelter locations. (As assigned at the pre-event stage)

- Ensure that all supplies are restocked and readied prior to going back out to perform life safety, hazard mitigation objectives.
- Take advantage of down time to get necessary rest.
- Review standing orders for your assigned TASK Force group.
- Provide assistance in the shelter at the Public Works Operations Center or staging area for task forces.
  - Clean restrooms and facility
  - Cook food if needed

### **POST-EVENT**

- All employees will report to the Public Works Operations Center, if not already there, as soon as possible.
- Report to the emergency management coordinator for assignments to critical areas and other departments.
  - Police Department
  - Fire Department
  - Building Security (i.e. boarding up broken windows etc.)
- Retain FEMA ICS214 folders for each vehicle located at the front office.
- Access damages to all Parks & facilities grounds and complete reports.
- When all vital operations areas in the City are functioning normally, all staff would then return to normal job responsibilities to begin debris removal in the Parks in order to return to normal operations.

## **Public Works Department**

### **STREETS & R.O.W./STORMWATER DIVISIONS**

#### **PURPOSE**

In the event of a natural disaster such as a hurricane, the Streets and Right of Way/Stormwater Utility Divisions primary functions are to maintain safe passage on all City streets. The divisions main duties may include, but are not limited to:

- Checking all major streets in the City, clearing debris as necessary and barricading flooded streets that would be hazardous to vehicle traffic.
- Checking and maintain all detention and retention ponds. Along with stormwater drainage pipes along City streets.
- Maintaining radio contact with field and dispatch personnel.
- Maintaining the integrity of the Public Works Operation Center and Fleet Maintenance/Warehouse Complex and performing emergency repairs as needed.
  - A secondary function of the Street Division is to provide assistance (manpower, vehicles, equipment, etc.) and to maintain the health, safety and welfare of the citizens of New Port Richey in whatever capacity possible under the direction of the Public Works Director or his/her designee.
- Document all expenses to ensure recovery of funds expended

#### **PERSONAL READINESS PLAN**

During the hurricane season (June 1st through November 30th) all personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean, as well as all other areas where weather could pose as a threat to our region. All personnel shall keep themselves up to date of the "Introduction Section" of the City's Disaster Plan.

As storms develop and move in a potentially threatening course we must all be prepared to take whatever actions that will be necessary if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service; all Public Works Department personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will ensure the safety of the employee's family and possessions while he or she is away at work helping the community.

#### **RECALL**

In times of a catastrophic disaster, all Public Works Department employees are considered essential and need to be in a ready status when called upon to come in to work. The call back of personnel shall be based on the expected storm category at landfall. The process of calling personnel back to work will be accomplished by either calling personnel directly utilizing cell phones or through listed secondary contact. This process shall allow sufficient time for personnel to provide for the security of their families and pets, work during the storm activity, and during the recovery phase without fatigue. The call back of personnel may be altered so that those employees that live in the areas expected to be the least affected are recalled first. Each Department Director or his/her designee shall maintain

[Last Update 2022](#)

a confidential personal contact list and update this list prior to the beginning of each hurricane season.

Other staff (depending on your department) shall also be required to report for duty at the discretion of the Department Director or his/her designee. All staff may be asked to work outside of their normally assigned duties in order to meet the overall goals of the City. (On a case by case basis)

All vacation, holiday, personal and compensatory leave shall be cancelled unless the employee is physically out of the state/area and return is not feasible. The Incident Commander may waive this requirement in cases of personal hardship.

### **RESPONSIBILITIES OF PERSONNEL**

Hurricane Recovery Operations begin with the Initial Response phase. During Initial Response, the Administrative Section works with all departments to insure that record tracking is occurring for disaster funding assistance. This includes documenting on FEMA Forms.

New Port Richey EOC: With personnel from both Streets & ROW and Stormwater divisions.

- Team #1 will consist of two (2) designated Stormwater Divisions employees with the appropriate storm drain clearing equipment and/or vehicles and report to staging area at the New Port Richey Public Works Operations Center UNLESS OTHERWISE ASSIGNED.
- Team #2 will consist of (1) Signs & Markings Traffic Tech and (1) designated division employee with a service utility vehicle and report to staging area at the New Port Richey Public Works Operations Center UNLESS OTHERWISE ASSIGNED.
- Team #3 will consist of (1) Equipment Operator (1) designated division employee with the appropriate road clearing equipment and/or vehicles and report to staging area at the New Port Richey Public Works Operations Center UNLESS OTHERWISE ASSIGNED.
- Team #4 will consist of (1) Equipment Operator (1) designated division employee with the appropriate road clearing equipment and vehicles and report to staging area at the New Port Richey Public Works Operations Center UNLESS OTHERWISE ASSIGNED.
- Remaining personnel will be alternate members of the teams when necessary.
  - Alternate team members will make themselves available to take place of primary team members who are taking a rest break.

### **STAGES OF PREPAREDNESS, Pre-Event, Event, Post -Event**

#### **PRE-EVENT**

##### **Hurricane Threat over 72 hours out**

Due to the uncertainty of hurricanes and their anticipated landfall, situations may arise requiring employees to be placed on stand-by for extended periods of time.

- Employees will be notified of upcoming storm event and what is expected of them.
- Streets & ROW/Stormwater division personnel will begin implementing the sand bag location and obtaining an abundance amount of sand and sand bags.

##### **Hurricane Watch 36-48 hours out**

[Last Update 2022](#)

Upon advance warning that an emergency condition may be forthcoming all Public Works personnel will be subject to call.

- Retain FEMA ICS214 folders at the front office. Folder for each vehicle and heavy equipment.
- Removal of all items not bolted down at the Public Works Operations Center.
- Barricade supply – check to ensure adequate inventory of barricades.
- Maintain and have readily available any small equipment used in emergency situations.
- Stand-by power generating equipment checked and has adequate fuel available on site.
- Remove debris from CDS units throughout the City.
- Visit detention ponds through the city to inspect if the need to lower existing water levels.
- Transport large pumps to required repetitive locations where detention ponds will be expected to be lowered.
- Fuel tanks of all motorized vehicles and heavy equipment as well as reserve cans of diesel and gas filled.
- Adequate supply of emergency material (e.g. batteries, flashlights, barricades to block streets, fallen trees, power lines & street flooding, etc.) stocked and available.
- Adequate supply of repair parts accessible.
- Emergency plans reviewed with key personnel in order to facilitate quick response during enactment of emergency procedures.
- Any changes of addresses and telephone numbers of employees during emergency recorded and updated as necessary.
- Computers and equipment will be raised off the floor and moved into an interior, windowless room if available and wrapped in plastic and secured with duct tape or the equivalence.
- Other appropriate measures as necessary. (Move equipment, backhoes, saws, etc. to staging areas.)
- Employees authorized to take assigned vehicles home as follows:
  - Streets & ROW/Stormwater Field Supervisor
  - On-Call Employee

### **Hurricane Warning 24-36 hours out**

Upon announcement of emergency status, the Street and Right of Way/Stormwater Utility Division Field Supervisor shall proceed to the Public Works Operations Center or other locations as circumstances may warrant and establish communication with the Public Works Director or his/her designee.

- Responsible for complete control of Street and Right of Way/Stormwater Utility operations while under the direct supervision of the Public Works Director or his/her designee.
- Has authority to implement emergency procedures on City streets as necessary or directed by the Public Works Director or his/her designee.
- Maintains information on status of all available resources.
- Coordinates stormwater maintenance street maintenance and crew dispatching.
- Establishes street and R.O.W. surveillance for potential damage and flooding or equipment failures and takes corrective action.
- As necessary, maintains communication with the appropriate governmental agencies regarding implementation of emergency procedures.
- Serve as communications liaison between City residents and field operations in order to maintain control of the operation and maintenance of City streets.

[Last Update 2022](#)

### **CEASE EMERGENCY ACTIVITY ORDER**

As hurricane conditions intensify, a time will come when further outside operations will become too dangerous to continue. While, historically, this has been an arbitrary point, the decision should be based on wind speed, visibility, flooding, access, and any other conditions that can compromise the safety of essential personnel. The Public Works Director or his/her designee has determined that the wind speed that will be considered as the benchmark for ceasing outside operations shall be sustained winds of 40 mph. The Public Works Director or his/her designee shall be responsible for issuing the Cease Emergency Activity order.

Upon the receipt of a Cease Emergency Activity order, Public Works Department personnel shall terminate outside activities and return to their designated quarters or assigned staging area. Once all essential personnel and vehicles have returned to the designated location, all overhead doors shall be properly secured.

The Public Works Director or his/her designee will monitor the changes in hurricane conditions and will decide when outside operations may resume. Upon direction by the Public Works Director or his/her designee or the Division heads in charge shall issue a “Resume Emergency Activity” order. If the communication system has failed it is the Division heads responsibility to ensure that this order is disseminated to all personnel.

### **EVENT (During the Storm)**

After receiving the “Cease Activity order” all Public Works department personnel shall return to their respective safe shelter locations. (As assigned at the pre-event stage)

- Ensure that all supplies are restocked and readied prior to going back out to perform life safety, hazard mitigation objectives.
- Take advantage of down time to get necessary rest.
- Review standing orders for your assigned TASK Force group.

### **POST-EVENT**

- Upon curtailment of emergency conditions, the Streets & Right of Way/Stormwater Field Supervisor will be responsible for returning the operation of the Streets & ROW / Stormwater Division to normal status.
- As conditions permit, oversee replacement of temporary repairs made during the emergency with permanent installations.

## Public Works Department

### **WASTEWATER TREATMENT DIVISION**

#### **PURPOSE**

In the event of a natural disaster such as a hurricane, the Wastewater Treatment Divisions Primary function is to maintain a safe and adequate wastewater treatment. This will be accomplished, to the greatest extent possible, by:

- Maintaining the integrity of the Wastewater treatment.
- Maintaining the Wastewater treatment process.
- Performing emergency repairs as needed.
  - A secondary function of the Wastewater Treatment Division is to provide assistance (manpower, vehicles, equipment, etc.) to maintain the health, safety and welfare of the citizens of New Port Richey in whatever capacity possible under the direction of the Public Works Director and his/her designee.
- Document all expenses to ensure recovery of funds expended

#### **PERSONAL READINESS PLAN**

During the hurricane season (June 1st through November 30th) all personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean, as well as all other areas where weather could pose as a threat to our region. All personnel shall keep themselves up to date of the "Introduction Section" of the City's Disaster Plan.

As storms develop and move in a potentially threatening course we must all be prepared to take whatever actions that will be necessary if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service; all Public Works Department personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will ensure the safety of the employee's family and possessions while he or she is away at work helping the community.

#### **RECALL**

In times of a catastrophic disaster, all Public Works Department employees are considered essential and need to be in a ready status when called upon to come in to work. The call back of personnel shall be based on the expected storm category at landfall. The process of calling personnel back to work will be accomplished by either calling personnel directly utilizing cell phones or through listed secondary contact. This process shall allow sufficient time for personnel to provide for the security of their families and pets, work during the storm activity, and during the recovery phase without fatigue. The call back of personnel may be altered so that those employees that live in the areas expected to be the least affected are recalled first. Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

Other staff (depending on your department) shall also be required to report for duty at the discretion of the Department Director or his/her designee. All staff may be asked to work outside of their normally assigned duties in order to meet the overall goals of the City. (On a case by case basis)

[Last Update 2022](#)

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All vacation, holiday, personal and compensatory leave shall be cancelled unless the employee is physically out of the state/area and return is not feasible. The Incident Commander may waive this requirement in cases of personal hardship.

## **RESPONSIBILITIES OF PERSONNEL**

Hurricane Recovery Operations begin with the Initial Response phase. During Initial Response, the Administrative Section works with all departments to insure that record tracking is occurring for disaster funding assistance. This includes documenting on FEMA Forms.

### New Port Richey EOC:

- Team #1 will consist of Chief Operator and Maintenance Supervisor in an assigned service truck and report to Wastewater Treatment Plant UNLESS OTHERWISE ASSIGNED.
- Team #2 will consist of the Lead Operator and Mechanic 2 in an assigned service truck and report to Wastewater Treatment Plant UNLESS OTHERWISE ASSIGNED.
- Operations Manager will be in his assigned truck and report to Wastewater Treatment Plant UNLESS OTHERWISE ASSIGNED.
- Remaining personnel will be alternate members of the teams when necessary.
  - Alternate team members will make themselves available to take place of primary team members who are taking a rest break.

## **STAGES OF PREPAREDNESS, Pre-Event, Event, Post -Event**

### **PRE-EVENT**

#### **Hurricane Threat over 72 hours out**

Due to the uncertainty of hurricanes and their anticipated landfall, situations may arise requiring employees to be placed on stand-by for extended periods of time.

- Employees will be notified of upcoming storm event and what is expected of them.
- Streets & ROW/Stormwater division personnel will begin implementing the sand bag location and obtaining an abundance amount of sand and sand bags.

#### **Hurricane Watch 36-48 hours out**

Upon advance warning that emergency condition may be forthcoming, the WPC/Reclaimed Water Operations Manager will authorize the following to be implemented:

- Retain FEMA ICS214 folders at the front office of the Public Works Operations Center.
- Removal of all items not bolted down from all platforms.
- Chemical Supply – check to ensure inventory of full storage tanks.
- Stand-by power generating equipment checked and has adequate fuel available on site.
- Fuel tanks of all motorized vehicles and equipment as well as reserve cans of diesel and gas filled.
- Adequate supply of emergency material (e.g. batteries, flashlights, barricades, etc.) stocked and available.
- Adequate supply of repair parts accessible.
- Emergency plans reviewed with key personnel in order to facilitate quick response during enactment of emergency procedures.
- Any changes of addresses and telephone numbers of employees during emergency recorded and updated as necessary.

[Last Update 2022](#)

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- Computers and equipment will be raised off the floor and moved into an interior, windowless room if available and wrapped in plastic and secured with duct tape or the equivalence
- Other appropriate measures as necessary. (Move equipment, backhoes, saws, etc. to staging areas.)
- Employees authorized to take assigned vehicles home as follows:
  - WPC/Reclaimed Water Operations Manager
  - Chief Operator
  - Lead Operator
  - Maintenance Supervisor

**Hurricane Warning 24-36 hours out**

Upon announcement of emergency status, WPC/Reclaimed Water Operations Manager, proceeds to the Wastewater Treatment Plant and establishes communication with the Public Works Director or his/her designee.

- Is responsible for complete control of City Wastewater Treatment Plant while operating under the direct supervision of the Public Works Director or his/her designee.
- Has authority to implement emergency procedures within the Wastewater Treatment Division as necessary.
- Maintains information on status of all available resources.
- Coordinates Wastewater Treatment Plant maintenance and crew dispatching.
- Establishes Plant surveillance for potential damage or equipment failures and takes corrective action.
- Notifies Florida Department of Environmental Protection (FDEP) engineer upon initiation of emergency procedures.
- Upon announcement of emergency status, WWTP/Reclaimed Water Operations Manager will meet with Chief Operator, Maintenance Supervisor and Lead Operator to develop a plan of action.

**Plan of Action**

The plan of action will be based on best available reports. Response will be according to category level, anticipated storm surge and tide level.

**Category 1-2 or Storm Surge 4-5 Ft.**

- Fill all empty tanks to 50% full to prevent tank floating
- Remove bar-screen, turn off grit system
- Open pretreatment by-pass system
- Turn off odor control system
- Secure Caustic Tank
- Install window shutters
- Close all tank drains
- Turn back lift station off
- Move portable equipment and vehicles to the Public Works Operations Center for storage
- Verify that all UPS units are fully functional
- Put fourth clarifier on line



- Turn standby power generator to manual operation
- Operations Manager, Chief Operator and Maintenance Supervisor will report to the Public Works Operations Center when sustained winds reach 40 mph or when a storm surge of over 5 ft. is imminent. All other staff will retreat to a safe location and be available for post storm activities or report to other locations deemed necessary by the Public Works Director or his/her designee.

**Category 3 or Storm Surge 6-8 ft.**

- Fill all empty tanks to 50% full to prevent tank floating
- Remove bar-screen, turn off grit system
- Open pretreatment by-pass system
- Turn off odor control system
- Secure Caustic Tank
- Install window shutters
- Close all tank drains
- Turn back lift station off
- Move portable equipment and vehicles to the Public Works Operations Center for storage
- Download all files to City server
- Put fourth clarifier on line
- Verify that all UPS units are fully functional
- Turn standby power generator to manual operation
- Turn aerators off to hold bio-mass for post storm plant start up
- Operations Manager, Chief Operator and Maintenance Supervisor will report to the Public Works Operations Facility when sustained winds reach 40 mph or when a storm surge of over 5 ft. is imminent. All other staff will retreat to a safe location and be available for post storm activities or report to other locations deemed necessary by the Public Works Director or his/her designee.

**Category 4-5 or Storm Surge 13-18+ ft.**

- Fill all empty tanks to 50% full to prevent tank floating
- Remove bar-screen, turn off grit system
- Open pretreatment by-pass system
- Turn off odor control system
- Secure Caustic Tank
- Close all tank drains
- Turn back lift station off
- Move portable equipment and vehicles to the Public Works Operations Center for storage
- Download all files to City server
- Verify that all UPS units are fully functional
- Put fourth clarifier on line
- Turn off all incoming power
- Bring effluent sampler into office building
- Turn off generator

- Operations Manager, Chief Operator and Maintenance Supervisor will report to the Public Works Operations Center when sustained winds reach 40 mph or when a storm surge of over 5 ft. is imminent. All other staff will retreat to a safe location and be available for post storm activities or report to other locations deemed necessary by the Public Works Director.

### **CEASE EMERGENCY ACTIVITY ORDER**

As hurricane conditions intensify, a time will come when further outside operations will become too dangerous to continue. While, historically, this has been an arbitrary point, the decision should be based on wind speed, visibility, flooding, access, and any other conditions that can compromise the safety of essential personnel. The Public Works Director or his/her designee has determined that the wind speed that will be considered as the benchmark for ceasing outside operations shall be sustained winds of 40 mph. The Public Works Director or his/her designee shall be responsible for issuing the Cease Emergency Activity order.

Upon the receipt of a Cease Emergency Activity order, Public Works Department personnel shall terminate outside activities and return to their designated quarters or assigned staging area. Once all essential personnel and vehicles have returned to the designated location, all overhead doors shall be properly secured.

The Public Works Director or his/her designee will monitor the changes in hurricane conditions and will decide when outside operations may resume. Upon direction by the Public Works Director or his/her designee or the Division heads in charge shall issue a "Resume Emergency Activity" order. If the communication system has failed it is the Division heads responsibility to ensure that this order is disseminated to all personnel.

### **EVENT (During the Storm)**

After receiving the "Cease Activity order" all fire department personnel shall return to their respective safe shelter locations. (As assigned at the pre-event stage)

- Ensure that all supplies are restocked and readied prior to going back out to perform life safety, hazard mitigation objectives.
- Take advantage of down time to get necessary rest.
- Review standing orders for your assigned TASK Force group.

### **POST-EVENT**

- Upon curtailment of emergency conditions, the WPC/Reclaimed Water Operations Manager will be responsible for returning the operation of the Wastewater Treatment Division to normal status and only the teams involved in restoring critical services and other as deemed necessary by the Supervisor will continue to work.
- Team members not working at this time will be expected to check on their families and homes, and to get rest necessary to come back to relieve the remaining team members. All divisional designated employees will be expected to work additional hours as necessary to restore wastewater services and to assist other departments as needed.
- As conditions permit, oversee replacement of temporary repairs made during the emergency with permanent installations.

## **Public Works Department**

### **WATER DISTRIBUTION DIVISION**

#### **PURPOSE**

In the event of a natural disaster such as a hurricane, the Water Distribution Division's primary function is to maintain the Water Distribution System to the greatest extent possible, by:

- Ensuring that water pressure is maintained to all fire hydrants.
- Ensuring continuous water service to all Hospitals, Nursing Homes, and Evacuation Centers.
- Maintaining water service to individual residences to the greatest extent possible and performing emergency repairs to the water distribution system as needed.
  - A secondary function of the Water Distribution Division is to provide assistance (manpower, vehicles, equipment, etc.) and to maintain the health, safety, and welfare of the citizens of New Port Richey in whatever capacity possible under the direction of the Public Works Director or his/her designee.
- Document all expenses to ensure recovery of funds expended

#### **PERSONAL READINESS PLAN**

During the hurricane season (June 1st through November 30th) all personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean, as well as all other areas where weather could pose as a threat to our region. All personnel shall keep themselves up to date of the "Introduction Section" of the City's Disaster Plan.

As storms develop and move in a potentially threatening course we must all be prepared to take whatever actions that will be necessary if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service; all Public Works Department personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will ensure the safety of the employee's family and possessions while he or she is away at work helping the community.

#### **RECALL**

In times of a catastrophic disaster, all Public Works Department employees are considered essential and need to be in a ready status when called upon to come in to work. The call back of personnel shall be based on the expected storm category at landfall. The process of calling personnel back to work will be accomplished by either calling personnel directly utilizing cell phones or through listed secondary contact.

This process shall allow sufficient time for personnel to provide for the security of their families and pets, work during the storm activity, and during the recovery phase without fatigue. The call back of personnel may be altered so that those employees that live in the areas expected to be the least affected are recalled first. All employees that report to the Public Works Operations Center shall bring at least three days of supplies for themselves and their families. Please note Disaster Plan Appendices Section Shelter Locations and Shelter "What to Bring" Detail List for detail information.

Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

All vacation, holiday, personal and compensatory leave shall be cancelled unless the employee is physically out of the state/area and return is not feasible. The Incident Commander may waive this requirement in cases of personal hardship.

## **RESPONSIBILITIES OF PERSONNEL**

Hurricane Recovery Operations begin with the Initial Response phase. During Initial Response, the Administrative Section works with all departments to insure that record tracking is occurring for disaster funding assistance. This includes documenting on FEMA Forms.

### New Port Richey EOC:

Upon readiness of Teams the Utilities Operations Manager will report to the Public Works Director or his/her designee and await job assignments.

- Water Distribution Field Supervisor with their assigned vehicle will receive assignments once the Utilities Operations Manager makes his initial assessment of the water system.
- Team #1 will consist of two (2) designated division employees with a utility service truck and report to staging area at the New Port Richey Public Works Operations Center UNLESS OTHERWISE ASSIGNED.
- Team #2 will consist of two (2) designated division employees with a utility service truck and report to staging area at the New Port Richey Public Works Operations Center UNLESS OTHERWISE ASSIGNED.
- Team #3 will consist of two (2) designated division employees with a utility service truck and report to staging area at the New Port Richey Public Works Operations Center UNLESS OTHERWISE ASSIGNED.
- Remaining personnel will be alternate members of teams when necessary.
  - Alternate team members will make themselves available to take place of primary team members who are taking a rest break.

Carry out functions of maintaining the City Water Distribution System as needed and instructed by supervisory and administrative staff.

## **STAGES OF PREPAREDNESS, Pre-Event, Event, Post -Event**

### PRE-EVENT

#### **Hurricane Threat over 72 hours out**

Due to the uncertainty of hurricanes and their anticipated landfall, situations may arise requiring employees to be placed on stand-by for extended periods of time.

- Employees will be notified of upcoming storm event and what is expected of them.
- Record any changes of addresses and telephone numbers of employees during emergency and update as necessary.

#### **Hurricane Watch 36-48 hours out**

Upon advance warning that an emergency condition may be forthcoming, all Public Works personnel will be subject to call.

- Retain FEMA ICS214 folders at the front office. Folder for each vehicle and heavy equipment.
- Securing all worksites so that no debris can be created from a project-in progress.

- Check fuel of all motorized vehicles and heavy equipment as well as reserve cans of diesel fuel and gasoline to be filled.
- Stand-by power generating equipment and pumps checked and has adequate fuel available on site.
- Adequate supply of emergency material (e.g. batteries, flashlights, barricades to block any emergency work area) stocked and available.
- Adequate supply of repair parts accessible.
- Emergency plans reviewed with key personnel in order to facilitate quick response during enactment of emergency procedures.
- Any changes of addresses and telephone numbers of employees during emergency recorded and updated as necessary.
- Computers and equipment will be raised off the floor and moved into an interior, windowless room in available and wrapped in plastic and secured with duct tape or the equivalence.
- Other appropriate measures as necessary. (Move equipment, backhoes, saws, etc. to staging areas.)
- Employees authorized to take assigned vehicles home as follows:
  - Utilities Operations Manager
  - Water Distribution Field Supervisor
  - On-Call Employee

**Hurricane Warning 24-36 hours out**

Upon announcement of emergency status, the Utilities Operations Manager and Water Distribution Field Supervisor will proceed to the Public Works Operations Center or other location as circumstances may warrant, and establishes communication with the Public Works Director or his/her designee.

- Is responsible for the complete control of Water Distribution System operations while under the direct supervision of the Public Works Director or his/her designee.
- Has authority to implement emergency procedures as necessary to keep the Water Distribution System operating.
- Maintains information on status of all available resources.
- Coordinates Water Distribution maintenance and crew dispatching.
- Establishes priorities of emergency repairs of Water Distribution System failures and takes corrective action.
- Notifies Florida Department of Environmental Protection (FDEP) engineer upon initiation of emergency procedures.
- Serve as communications liaison between the Sewer Collection division and Water Distribution division and field operations in order to maintain control of the operation and maintenance of Water Distribution System.

**CEASE EMERGENCY ACTIVITY ORDER**

As hurricane conditions intensify, a time will come when further outside operations will become too dangerous to continue. While, historically, this has been an arbitrary point, the decision should be based on wind speed, visibility, flooding, access, and any other conditions that can compromise the safety of essential personnel. The Public Works Director or his/her designee has determined that the wind speed that will be considered as the benchmark for ceasing outside operations shall be

sustained winds of 40 mph. The Public Works Director or his/her designee shall be responsible for issuing the Cease Emergency Activity order.

Upon the receipt of a Cease Emergency Activity order, Public Works Department personnel shall terminate outside activities and return to their designated quarters or assigned staging area. Once all essential personnel and vehicles have returned to the designated location, all overhead doors shall be properly secured.

The Public Works Director or his/her designee will monitor the changes in hurricane conditions and will decide when outside operations may resume. Upon direction by the Public Works Director or his/her designee, the Division heads in charge shall issue a "Resume Emergency Activity" order. If the communication system has failed it is the Division heads responsibility to ensure that this order is disseminated to all personnel.

### **EVENT (During the Storm)**

After receiving the "Cease Activity order" all Public Works Department personnel shall return to their respective safe shelter locations. (As assigned at the pre-event stage)

- Ensure that all supplies are restocked and readied prior to going back out to perform life safety, hazard mitigation objectives.
- Take advantage of down time to get necessary rest.
- Review standing orders for your assigned TASK Force group.

### **POST-EVENT**

- Upon curtailment of emergency conditions, the Utilities Operations Manager will be responsible for returning the operation of the Water Distribution System to normal status and only the teams involved in restoring critical services and other as deemed necessary by the Supervisor will continue to work. Team members not working at this time will be expected to check on their families and homes, and to get rest necessary to come back to relieve the remaining team members. All Water Distribution division employees will be expected to work additional hours as necessary to restore water service and to assist other departments as needed.
- As conditions permit, oversee replacement of temporary repairs made during the emergency with permanent installations.

## **Public Works Department**

### **WATER PRODUCTION DIVISION**

#### **PURPOSE**

In the event of a natural disaster such as a hurricane, the Water Production Division's primary function is to maintain a safe and adequate water supply. This will be accomplished, to the greatest extent possible, by:

- Maintaining the integrity of the Treatment Facility.
- Performing emergency repairs as needed.
  - A secondary function of the Water Production Division is to provide assistance (manpower, vehicles, equipment, etc.) and to maintain the health, safety, and welfare of the citizens of New Port Richey in whatever capacity possible under the direction of the Public Works Director or his/her designee.
- Document all expenses to ensure recovery of funds expended

#### **PERSONAL READINESS PLAN**

During the hurricane season (June 1st through November 30th) all personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean, as well as all other areas where weather could pose as a threat to our region. All personnel shall keep themselves up to date of the "Introduction Section" of the City's Disaster Plan.

As storms develop and move in a potentially threatening course we must all be prepared to take whatever actions that will be necessary if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service; all Public Works Department personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will ensure the safety of the employee's family and possessions while he or she is away at work helping the community.

#### **RECALL**

In times of a catastrophic disaster, all Public Works Department employees are considered essential and need to be in a ready status when called upon to come in to work. The call back of personnel shall be based on the expected storm category at landfall. The process of calling personnel back to work will be accomplished by either calling personnel directly utilizing cell phones or through listed secondary contact. This process shall allow sufficient time for personnel to provide for the security of their families and pets, work during the storm activity, and during the recovery phase without fatigue. The call back of personnel may be altered so that those employees that live in the areas expected to be the least affected are recalled first. Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

Other staff (depending on your department) shall also be required to report for duty at the discretion of the Department Director or his/her designee. All staff may be asked to work outside of their normally assigned duties in order to meet the overall goals of the City. (On a case by case basis)

All vacation, holiday, personal and compensatory leave shall be cancelled unless the employee is physically out of the state/area and return is not feasible. The Incident Commander may waive this requirement in cases of personal hardship.

### **RESPONSIBILITIES OF PERSONNEL**

Hurricane Recovery Operations begin with the Initial Response phase. During Initial Response, the Administrative Section works with all departments to insure that record tracking is occurring for disaster funding assistance. This includes documenting on FEMA Forms.

#### New Port Richey EOC:

- The Water Production Supervisor or his/her designee will then report to the Public Works Emergency Operations Center.
- Team #1 will consist of two (2) Plant Operators with one (1) Service Truck and report to Water Treatment Plant UNLESS OTHERWISE ASSIGNED.
- Remaining personnel will be alternate members of the team when necessary.
  - Alternate team members will make themselves available to take place of primary team members who are taking a rest break.

### **STAGES OF PREPAREDNESS, Pre-Event, Event, Post -Event**

#### **PRE-EVENT**

##### **Hurricane Threat over 72 hours out**

Due to the uncertainty of hurricanes and their anticipated landfall, situations may arise requiring employees to be placed on stand-by for extended periods of time.

- Employees will be notified of upcoming storm event and what is expected of them.
- Streets & ROW/Stormwater division personnel will begin implementing the sand bag location and obtaining an abundance amount of sand and sand bags.

##### **Hurricane Watch 36-48 hours out**

Upon advance warning that an emergency condition may be forthcoming, the Water Production Supervisor will authorize the following to be implemented:

- Retain FEMA ICS214 folders at the front office of the Public Works Operations Center.
- Reliable lines of communications will be established between the Water Plant, the Public Works Emergency Operations Center, Tampa Bay Water's Emergency Operations Center and Pasco County's Emergency Operations Center
- Operators will carry out all functions of operating and maintaining the water plant as needed and instructed by supervisory and administrative staff.
- Any unusual or emergency conditions will be reported to the Water Plant's representative at the Public Works Emergency Operations Center.
- Ground storage and elevated tank filled.
- Chemical supplies. Top off all chemical bulk storage tanks.
- Stand-by power generating equipment checked and the fuel tank topped off.
- Fuel tanks of all motorized vehicles and heavy equipment as well as reserve cans of diesel and gas filled.



- Adequate supply of emergency material (e.g. batteries, flashlights, barricades, etc.) stocked and available.
- Adequate supply of repair parts accessible.
- Emergency plans reviewed with key personnel in order to facilitate quick response during enactment of emergency procedures.
- Video recording of all building and pumping stations located at the plant.
- Exterior windows of all buildings on the premises boarded up.
- Computers and equipment will be raised off the floor and moved into an interior, windowless room in available and wrapped in plastic and secured with duct tape or the equivalence.
- Other appropriate measures as necessary. (Move equipment, backhoes, saws, etc. to staging areas.)
- Employees authorized to take assigned vehicles home as follows:
  - Water Production Supervisor
  - Lead Plant Operator

**Hurricane Warning 24-36 hours out**

Upon announcement of emergency status, Water Production Supervisor proceeds to the Water Treatment Plant and establishes communication with the Public Works Director or his/her designee.

- Is responsible for complete control of City Water Treatment Plant while operating under the direct supervision of the Public Works Director.
- Has authority to implement emergency procedures within the Water Production Division as necessary or as directed by the Public Works Director or his/her designee.
- Maintains information on status of all available resources.
- Coordinates Water Plant maintenance and crew dispatching.
- Establishes area surveillance for potential or actual water supply contamination through system damage and takes corrective action.
- Notifies the Florida Department of Environmental Protection (FDEP) engineer upon initiation of emergency procedures and oversees input into the Storm Tracker System
- Serve as communications liaison between the Public Works Director or his/her designee and field operations in order to maintain control of the operation and maintenance of Water Production Division facilities.

**CEASE EMERGENCY ACTIVITY ORDER**

As hurricane conditions intensify, a time will come when further outside operations will become too dangerous to continue. While, historically, this has been an arbitrary point, the decision should be based on wind speed, visibility, flooding, access, and any other conditions that can compromise the safety of essential personnel. The Public Works Director or his/her designee has determined that the wind speed that will be considered as the benchmark for ceasing outside operations shall be sustained winds of 40 mph. The Public Works Director or his/her designee shall be responsible for issuing the Cease Emergency Activity order.

Upon the receipt of a Cease Emergency Activity order, Public Works Department personnel shall terminate outside activities and return to their designated quarters or assigned staging area.

Once all essential personnel and vehicles have returned to the designated location, all overhead doors shall be properly secured.

The Public Works Director or his/her designee will monitor the changes in hurricane conditions and will decide when outside operations may resume. Upon direction by the Public Works Director, the Division heads in charge shall issue a "Resume Emergency Activity" order. If the communication system has failed it is the Division heads responsibility to ensure that this order is disseminated to all personnel.

### **EVENT (During the Storm)**

After receiving the "Cease Activity order" all fire department personnel shall return to their respective safe shelter locations. (As assigned at the pre-event stage)

- Ensure that all supplies are restocked and readied prior to going back out to perform life safety, hazard mitigation objectives.
- Take advantage of down time to get necessary rest.
- Review standing orders for your assigned TASK Force group.

### **POST-EVENT**

- Upon curtailment of emergency conditions, the Water Production Supervisor will be responsible for returning the operating of the Water Production Division to normal status.
- As conditions permit, oversee replacement of temporary repairs made during the emergency with permanent installation.

## **Public Works Department**

### **FLEET MAINTENANCE DIVISION**

#### **PURPOSE**

In the event of a natural disaster such as a hurricane, the City Garage Division's primary function is to maintain and make ready all of the motorized equipment needed for such emergency. The divisions main duties may include, but are not limited to:

- Maintaining the vehicle fleet.
- Maintaining the mechanized support equipment.
- Performing emergency repairs as needed.
  - A secondary function of the City Garage Division is to provide assistance (manpower, vehicles, equipment, etc.) to the citizens of New Port Richey in whatever capacity possible under the direction of the Public Works Director or his/her designee.
- Document all expenses to ensure recovery of funds expended

#### **PERSONAL READINESS PLAN**

During the hurricane season (June 1st through November 30th) all personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean, as well as all other areas where weather could pose as a threat to our region. All personnel shall keep themselves up to date of the "Introduction Section" of the City's Disaster Plan.

As storms develop and move in a potentially threatening course we must all be prepared to take whatever actions that will be necessary if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service; all Public Works Department personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will ensure the safety of the employee's family and possessions while he or she is away at work helping the community.

#### **RECALL**

In times of a catastrophic disaster, all Public Works Department employees are considered essential and need to be in a ready status when called upon to come in to work. The call back of personnel shall be based on the expected storm category at landfall. The process of calling personnel back to work will be accomplished by either calling personnel directly utilizing cell phones or through listed secondary contact.

This process shall allow sufficient time for personnel to provide for the security of their families and pets, work during the storm activity, and during the recovery phase without fatigue. The call back of personnel may be altered so that those employees that live in the areas expected to be the least affected are recalled first. All employees that report to the Public Works Operations Center shall bring at least three days of supplies for themselves and their families. Please note Disaster Plan Appendices Section Shelter Locations and Shelter "What to Bring" Detail List for detail information.

Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

All vacation, holiday, personal and compensatory leave shall be cancelled unless the employee is physically out of the state/area and return is not feasible. The Incident Commander may waive this requirement in cases of personal hardship.

### **RESPONSIBILITIES OF PERSONNEL**

Hurricane Recovery Operations begin with the Initial Response phase. During Initial Response, the Administrative Section works with all departments to ensure that record tracking is occurring for disaster funding assistance. This includes documenting on FEMA Forms.

#### New Port Richey EOC:

Upon readiness of Teams the Fleet Supervisor will report to the Public Works Director or his/her designee and await job assignments.

- Team #1 will consist of (2) two Fleet Maintenance Personnel with one service truck and report to the staging area at Fleet Maintenance Warehouse. UNLESS OTHERWISE ASSIGNED.
- Team #2 will consist of (2) two Fleet Maintenance Personnel and report to the staging area at the New Port Richey Public Works Operations Center or the Fleet Maintenance/Purchasing Warehouse UNLESS OTHERWISE ASSIGNED.

### **STAGES OF PREPAREDNESS, Pre-Event, Event, Post -Event**

#### **PRE-EVENT**

##### **Hurricane Threat over 72 hours out**

Due to the uncertainty of hurricanes and their anticipated landfall, situations may arise requiring employees to be placed on stand-by for extended periods of time.

- Employees will be notified of upcoming storm event and what is expected of them.
- Record any changes of addresses and telephone numbers of employees during emergency and update as necessary.

##### **Hurricane Watch 36-48 hours out**

Upon advance warning that an emergency condition may be forthcoming, all Public Works personnel will be subject to call.

- Fill or top off underground storage fuel tanks at the City gas/fuel site.
- Secure all loose objects in the area to prevent wind damage.
- Check and test run all standby power generating equipment then top off fuel tanks.
- Top off fuel of every available City Vehicle, City Equipment and gas cans.
- Additional 55 gallon fuel tank will be filled in the back of Fleet Maintenance Service truck.
- Check and test run all City building generators and top off of fuel tanks.
- Secure adequate supply of emergency repair parts as is possible to anticipate their probable need. (e.g. batteries, lights, windshield wipers, tire patch and repair items including liquid sealer, etc.)
- Computers and equipment will be raised off the floor and moved into an interior, windowless room if available and wrapped in plastic and secured with duct tape or the equivalence.
- Review emergency plans with key personnel in order to facilitate quick response during enactment of emergency procedures.

- Record any changes of addresses and telephone numbers of employees during emergency and update as necessary.
- Designate Employee to main shop repair truck on a 24-hour a day basis with rotating shifts.
- Other appropriate measures as necessary. (Move equipment, backhoes, saws, etc. to staging areas.)
- Employees authorized to take assigned vehicles home as follows:
  - Fleet Supervisor

### **Hurricane Warning 24-36 hours out**

Upon announcement of emergency status, the City Fleet Supervisor proceeds to the City Garage or other location as circumstances may warrant and establishes communication with the Public Works Director or his/her designee.

- Is responsible for the complete control of the City Garage while operating under the direct supervision of the Public Works Director or his/her designee.
- Has authority to implement emergency procedures within the City Fleet Maintenance Division as necessary.
- Maintains information on status of all available resources.
- Coordinates Vehicle repair, maintenance, and crew dispatching.
- Evaluates condition of City Fleet and equipment failures and takes corrective action.

### **CEASE EMERGENCY ACTIVITY ORDER**

As hurricane conditions intensify, a time will come when further outside operations will become too dangerous to continue. While, historically, this has been an arbitrary point, the decision should be based on wind speed, visibility, flooding, access, and any other conditions that can compromise the safety of essential personnel. The Public Works Director or his/her designee has determined that the wind speed that will be considered as the benchmark for ceasing outside operations shall be sustained winds of 40 mph. The Public Works Director or his/her designee shall be responsible for issuing the Cease Emergency Activity order.

Upon the receipt of a Cease Emergency Activity order, Public Works Department personnel shall terminate outside activities and return to their designated quarters or assigned staging area. Once all essential personnel and vehicles have returned to the designated location, all overhead doors shall be properly secured.

The Public Works Director or his/her designee will monitor the changes in hurricane conditions and will decide when outside operations may resume. Upon direction by the Public Works Director, the Division heads in charge shall issue a "Resume Emergency Activity" order. If the communication system has failed it is the Division heads responsibility to ensure that this order is disseminated to all personnel.

### **EVENT (During the Storm)**

After receiving the "Cease Activity order" all Public Works department personnel shall return to their respective safe shelter locations. (As assigned at the pre-event stage)

- Ensure that all supplies are restocked and readied prior to going back out to perform life safety, hazard mitigation objectives.

- Take advantage of down time to get necessary rest.
- Review standing orders for your assigned TASK Force group.

#### **POST-EVENT**

- Upon curtailment of emergency conditions the City Fleet Supervisor will be responsible for returning the operation of the City Fleet Maintenance Division to normal status.
- Recollect FEMA ICS214 folders for each vehicle located at the front office.
- As condition permits, oversee replacement of temporary repairs made during emergency with permanent installations.

## Public Works Department

### **GROUNDS MAINTENANCE DIVISION**

#### **PURPOSE**

In the event of a natural disaster such as a hurricane, the City's Grounds Maintenance Division's specific goal is to accomplish relief in the event of a catastrophic occurrence. The divisions main duties may include, but are not limited to:

- Tree removal of City Parks and grounds around City properties
- Augmentation of debris removal of City Parks and grounds.
- Assist with other divisions of the Public Works Department
- Assist with the operation of the shelter for City Employees and their families
- Document all expenses to ensure recovery of funds expended

#### **PERSONAL READINESS PLAN**

During the hurricane season (June 1st through November 30th) all personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean, as well as all other areas where weather could pose as a threat to our region. All personnel shall keep themselves up to date of the "Introduction Section" of the City's Disaster Plan.

As storms develop and move in a potentially threatening course we must all be prepared to take whatever actions that will be necessary if our area is impacted. As soon as a "Hurricane Watch" is issued for our area by the National Weather Service; all Public Works Department personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will ensure the safety of the employee's family and possessions while he or she is away at work helping the community.

#### **RECALL**

In times of a catastrophic disaster, all Public Works Department employees are considered essential and need to be in a ready status when called upon to come in to work. The call back of personnel shall be based on the expected storm category at landfall. The process of calling personnel back to work will be accomplished by either calling personnel directly utilizing cell phones or through listed secondary contact.

This process shall allow sufficient time for personnel to provide for the security of their families and pets, work during the storm activity, and during the recovery phase without fatigue. The call back of personnel may be altered so that those employees that live in the areas expected to be the least affected are recalled first. All employees that report to the Public Works Operations Center shall bring at least three days of supplies for themselves and their families. Please note Disaster Plan Appendices Section Shelter Locations and Shelter "What to Bring" Detail List for detail information.

Each Department Director or his/her designee shall maintain a confidential personal contact list and update this list prior to the beginning of each hurricane season.

All vacation, holiday, personal and compensatory leave shall be cancelled unless the employee is physically out of the state/area and return is not feasible. The Incident Commander may waive this requirement in cases of personal hardship.

## RESPONSIBILITIES OF PERSONNEL

Hurricane Recovery Operations begin with the Initial Response phase. During Initial Response, the Administrative Section works with all departments to insure that record tracking is occurring for disaster funding assistance. This includes documenting on FEMA Forms.

### New Port Richey EOC:

Upon readiness of Teams the Grounds Maintenance Field Supervisor will report to the Public Works Director or his/her designee and await job assignments.

- Team #1 will consist of one (1) Equipment Operator and one (1) designated division employee with one (1) Service Truck and report to the staging area at the New Port Richey Public Works Operations Center. UNLESS OTHERWISE ASSIGNED.
- Team #2 will consist of one (1) Equipment Operator and one (1) designated division employee with one (1) Service Truck and report to the staging area at the New Port Richey Public Works Operations Center. UNLESS OTHERWISE ASSIGNED
- Team #3 will consist of two (2) designated division employees with one (1) Service Truck and report to the staging area at the New Port Richey Public Works Operations Center. UNLESS OTHERWISE ASSIGNED.
- Remaining personnel will be alternate members of teams when necessary.
  - Alternate team members will make themselves available to take place of primary team members who are taking a rest break.

## STAGES OF PREPAREDNESS Pre-Event, Event, and Post-Event

### PRE-EVENT

#### **Hurricane Threat over 72 hours out**

Due to the uncertainty of hurricanes and their anticipated landfall, situations may arise requiring employees to be placed on stand-by for extended periods of time.

- Employees will be notified of upcoming storm event and what is expected of them.
- Record any changes of addresses and telephone numbers of employees during emergency and update as necessary.

#### **Hurricane Watch 36-48 hours out**

Upon advance warning that an emergency condition may be forthcoming, all Public Works personnel will be subject to call.

- Retain FEMA ICS214 folders at the front office. Folder for each vehicle and heavy equipment.
- Secure all loose objects in the area to prevent wind damage.
- Pick up all trash cans and other loose objects that could become airborne and place in storage rooms.
- Fuel all trucks, tractors, generators, gas operated tools, gas containers, etc.
- Sharpen all chain saw blades/One (1) spare chain should be included for each chain saw in inventory.
- Secure adequate supply of emergency recovery equipment. (e.g. batteries, lights, gloves, bug spray, first aid kits, garbage bags, etc.)
- Computers and equipment will be raised off the floor and moved into an interior, windowless room if available and wrapped in plastic and secured with duct tape or the equivalence.



- Other appropriate measures as necessary. (Move equipment, backhoes, saws, etc. to staging areas.)
- Employees authorized to take assigned vehicles home as follows:
  - Grounds Maintenance Field Supervisor

**Hurricane Warning 24-36 hours out**

Upon announcement of emergency status, the Grounds Maintenance Field Supervisor proceeds to the Public works Operations Center or other locations as circumstances may warrant and establishes communication with the Public Works Director or his/her designee.

- Close all Parks to the public.
- Lock all restrooms.
- Turn over all picnic tables and secure to poles.
- Secure any playground equipment necessary such as swings.
- Install plywood on all windows if possible. (Peace Hall and Senior Center)
- Secure all objects which are movable. (Windscreens)
- Close all security gates.
- Turn all power off at the Main Breaker at all Park Facilities.
- Review all procedures and expectations with employees.

**CEASE EMERGENCY ACTIVITY ORDER**

As hurricane conditions intensify, a time will come when further outside operations will become too dangerous to continue. While, historically, this has been an arbitrary point, the decision should be based on wind speed, visibility, flooding, access, and any other conditions that can compromise the safety of essential personnel. The Public Works Director or his/her designee has determined that the wind speed that will be considered as the benchmark for ceasing outside operations shall be sustained winds of 50 mph. The Public Works Director or his/her designee shall be responsible for issuing the Cease Emergency Activity order.

Upon the receipt of a Cease Emergency Activity order, Public Works Department personnel shall terminate outside activities and return to their designated quarters or assigned staging area. Once all essential personnel and vehicles have returned to the designated location, all overhead doors shall be properly secured.

The Public Works Director or his/her designee will monitor the changes in hurricane conditions and will decide when outside operations may resume. Upon direction by the Public Works Director or his/her designee, the Division heads in charge shall issue a “Resume Emergency Activity” order. If the communication system has failed it is the Division heads responsibility to ensure that this order is disseminated to all personnel.

**EVENT (During the Storm)**

After receiving the “Cease Activity order” all fire department personnel shall return to their respective safe shelter locations. (As assigned at the pre-event stage)

- Ensure that all supplies are restocked and readied prior to going back out to perform life safety, hazard mitigation objectives.
- Take advantage of down time to get necessary rest.
- Review standing orders for your assigned TASK Force group.
- Provide assistance in the shelter at the Public Works Operations Center or staging area for task forces.
  - Clean restrooms and facility
  - Cook food if needed

#### **POST-EVENT**

- All employees will report to the Public Works Operations Center, if not already there, as soon as possible.
- Report to the emergency management coordinator for assignments to critical areas and other departments.
  - Park Security (i.e. picking up debris or broken playground equipment, etc.)
- Recollect FEMA ICS214 folders for each vehicle located at the front office.
- Assess damages to all Parks & facilities grounds and complete reports.
- As conditions permit, oversee replacement of temporary repairs made during the emergency with permanent installations.
- When all vital operations areas in the City are functioning normally, all staff would then return to normal job responsibilities to begin debris removal in the Parks in order to return to normal operations.



# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

**TO:** City of New Port Richey City Council

**FROM:** Robert M Rivera – Public Works Director

**DATE:** 9/3/2024

**RE:** RFP24-020 Railroad Square Project Construction Management Services Award

**REQUEST:**

The request of staff for City Council is to review and consider for award RFP 24-020 to Hennessy Construction Services Corporation (HCSC) for construction management services for the construction of the Railroad Square Project in the amount not to exceed \$219,353.00 and 5.5% of the guarantee maximum construction cost.

**DISCUSSION:**

On July 25, 2024, RFP24-020 submissions were due to the City Clerk for construction management services for the Railroad Square Improvements project. This type of construction service is also known as a “Contractor at Risk”. This is where the construction management firm would perform value engineering, perform the bidding process with vendors in accordance with the ready for construction documents, and oversee the construction phase of the project. Once all phases are completed, the contractor guarantees the owner (in this case the city), the total cost submitted will not be exceeded. Should the project exceedance occur, the contractor takes all of the risk and is responsible for all costs associated with the project cost exceedance. On July 26, 2024 one RFP submission was opened by the City Clerk. The submission was from HCSC.

On August 08, 2024, staff held an interview HCSC with staff for the construction management services. The purpose of the interview was to determine if HCSC met the criteria included in the RFP. The criteria was based on bid amount, team and assigned personnel qualifications, and experience. Firm references, previous similar work completed, project approach, and technical compliance with the RFP requirements. Subsequent to the interview, it was determined that HCSC met the criteria called out in the RFP. In addition, their RFP submission of 6% was in-line with industry standards and subsequent to further negotiations, a 5.5% was agreed to by both parties. As City Council is aware, staff has worked with HCSC on the Sims Park Improvements project, the Recreation and Aquatic Center Fitness Expansion project, and the Library Renovation project. Finally, during staff’s due diligence review of the percentages submitted for those projects, all were in-line with HCSC’s submission of 6%. Staff is confident that the firm has the expertise to deliver a product that meets and or exceeds the demands and standards set by City Council and staff.

**RECOMMENDATION:**

Approval of HCSC for construction management services in an amount not to exceed \$219,353.00 and 5.5% of the guarantee maximum construction cost are recommended.

**BUDGET/FISCAL IMPACT:**

Funds for this project identified as American Rescue Dollars in the City’s Current Capital Improvement Program.

**ATTACHMENTS:**

Description	Type
☐ NPR Proposal Sheet	Backup Material
☐ Hennessy Construction Form B	Backup Material

- ▣ Interview Scoring Sheet
- ▣ CSM Recommendation Memorandum

Backup Material  
Backup Material



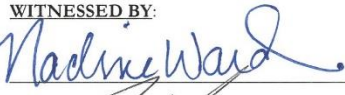
**PROPOSALS RECEIVED**

PROPOSAL ITEM: Construction Management Services for Railroad Square Improvement Project  
PROPOSAL NUMBER: RFP24-020  
PROPOSAL DUE DATE: July 26, 2024  
DEPARTMENT: Public Works

NUMBER OF PROPOSALS: 1

SUBMITTED BY	PROPOSAL AMOUNT
Hennessy Construction Services 2300 22 <sup>nd</sup> Street North St. Petersburg, FL 33713	\$219,353.00

Only offers received timely as of the deadline for receipt of bid are accepted. All others submitted in response to this solicitation, if any, are hereby rejected as late.

**WITNESSED BY:**  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# FORM B



*Florida Botanical Gardens Majeed Discovery Garden*



***Request for Proposal  
for Construction  
Management  
Services***

**RFP NO: 24-020  
RAILROAD SQUARE  
IMPROVEMENT PROJECT**

*July 26, 2024*

*This form should be submitted in a separate, sealed envelope identified with the name of this project and the name of your company*

**Form B**

Hennessy Construction Services Corp.  
Name of Firm

Mark Stalker / (727) 821-3223 x136  
Contact Person/Phone No.

\$ 219,353.00  
\_\_\_\_\_  
(Monetary total for pre-construction,  
post-construction, and construction  
expenses)

5.5%  
\_\_\_\_\_  
(% of construction costs)

  
\_\_\_\_\_  
Signature

President  
\_\_\_\_\_  
Title

August 9, 2024  
\_\_\_\_\_  
Date

GENERAL CONDITIONS / STAFF							
STAFFING: CONSTRUCTION (MONTHLY COST)							
CSI	ITEM DESCRIPTION	QTY BREAKDOWN	HOURLY RATE	QTY	UoM	Unit Cost (\$)	TOTAL COST
1040	Project Manager (w/Gas, Cell, & Car) - K Hartsfield	16 hrs/week	\$104.86	35	week	\$1,678	\$58,722
1040	Project Superintendent (w/Gas, Cell, & Car) - T Kerr	40 hrs/week	\$78.67	35	week	\$3,147	\$110,135
1040	Admin / Office Manager - D McWilliams	-	-	-	-	-	w/Fee
1040	Project Engineer (w/Gas, Cell, & Car) - W Bean	8 hrs/week	\$59.99	35	week	\$480	\$16,797
1040	Safety Officer (w/Gas, Cell, & Car) - S Hill	\$/hrs	\$72.86	50	hrs	\$72.86	\$3,643
1040	VP of Operations (w/Gas, Cell, & Car) - K Nielsen	\$/trips	-	3	trips	\$454	\$1,362
1040	Scheduler	-	-	-	-	-	
1040	Office Engineer	-	-	-	-	-	w/Project Manager
1050	Field Engineering Crew	-	-	-	-	-	
<b>STAFF GC COST SUBTOTAL</b>							<b>\$190,659</b>
<b>\$/WEEK</b>							<b>\$5,447</b>
<b>\$/MONTH</b>							<b>\$23,832</b>





GENERAL CONDITIONS / STAFF							
FIXED COSTS: CONSTRUCTION (MONTHLY COST)							
CSI	ITEM DESCRIPTION	QTY BREAKDOWN	HOURLY RATE	QTY	UoM	Unit Cost (\$)	TOTAL COST
1310	Progress Schedules	-	-	-	-	-	w/Staff
1310	Progress Photos	-	-	-	-	-	
1320	Panelized Temp Site Fence (w/Screen)	\$/Inft	-	718	Inft	-	
1320	Post-Driven Temp Site Fence (w/Screen)	-	-	-	-	-	w/Direct Costs
1320	Vehicle Gates	\$/each	-	1	each	-	
1330	Pre-Construction Services	Isum \$	-	1	Isum	\$2,500	\$2,500
1330	PM Software (Submittals, Close-out, etc.)	\$/week	-	35	week	\$44	\$1,531
1340	Site & Building Safety Barricades & Railing	-	-	-	-	-	w/Direct Costs
1315	2x Portalets (2 pulls/week)	\$/week	-	35	week	\$77	\$2,695
1315	1x OSHA Hand-Wash Station	\$/each	-	1	each	\$295.00	\$295
1315	1x Portalet Holding Tank	\$/week	-	35	week	\$107	\$3,735
1410	Materials Testing	-	-	-	-	-	by Owner
1505	Jobsite Mobilization/Demobilization	-	-	-	-	-	w/Fee
1510	Temp Water Provisions	-	-	-	-	-	w/Trades
1510	Water Utility Costs	-	-	-	-	-	by Owner
1510	Temp/Trailer Electrical Provisions	-	-	-	-	-	w/Electrical
1510	Electrical Utility Costs	-	-	-	-	-	by Owner
1510	Final Electric Utility Costs	-	-	-	-	-	w/Fee
1540	Security Guard Service	-	-	-	-	-	by Owner
1540	Fire Watch	-	-	-	-	-	
1540	Scaffolding	-	-	-	-	-	
1540	Cranes, Hoists, Lulls	-	-	-	-	-	w/Trades
1550	Temporary Parking	-	-	-	-	-	
1550	Offsite Warehousing	-	-	-	-	-	
1550	Maintenance of Traffic (MOT)	-	-	-	-	-	w/Direct Costs
1580	Large Project Signs: 1 CM / 1 Owner & Architect	\$/each	-	2	each	\$554	\$1,109
1580	Signage: Job Site Rules (@ Entrances)	\$/each	-	3	each	\$303	\$910
1580	Signage: Construction Entrance (Vehicles)	\$/each	-	1	each	\$239	\$239
1580	Signage: Hard Hat & Dress Code (@ Entrances)	\$/each	-	4	each	\$13.13	\$53
1580	Signage: No Trespassing (Along Perimeter of Site Fence)	\$/each	-	20	each	\$12.39	\$247
1580	Signage: Site Wayfinding	\$/each	-	4	each	\$26.20	\$105
1580	Signage: EM & Health	\$/week	-	35	week	\$3.00	\$105
1590	Telephone Installation & Monthly Service	-	-	-	-	-	N/A
1590	8x20 (Mobile Mini) Trailer Rental	\$/week	-	35	week	\$91	\$3,187
1590	Trailer: Drop-off	Isum \$	-	1	Isum	\$269	\$269
1590	Trailer: De-mob	Isum \$	-	1	Isum	\$269	\$269
1590	Connex Box Rentals (w/Trades)	-	-	-	-	-	w/Trades
1590	Connex Box: Mob & Demob (w/Trades)	-	-	-	-	-	
1590	Offices Supplies (Paper, Pens, etc.)	\$/week	-	35	week	\$6.20	\$217
1590	Misc. Office Supplies (Drinks, First Aid Kits, etc.)	\$/week	-	35	week	\$24	\$840
1590	Blueprints/Plans (Construction)	-	-	-	-	-	w/Direct Costs
1590	Computers & Furniture	-	-	-	-	-	Included
1590	Temp Sidewalks/Roads	-	-	-	-	-	w/Trades
1590	Telephone System	-	-	-	-	-	N/A
1590	WiFi Hotspot	\$/week	-	35	week	\$25.60	\$896
1590	Fax Machine / Copier	-	-	-	-	-	
1590	Postage	-	-	-	-	-	N/A
1590	Radios	-	-	-	-	-	
1590	Cell Phones	-	-	-	-	-	Included w/Staff Rates
1600	Small Tools	-	-	-	-	-	w/Direct Costs
1600	Auto & Gas Allowance	-	-	-	-	-	Included w/Staff Rates
1601	Safety Equipment (PPE)	-	-	-	-	-	Included
1702	ALTA Surveys	-	-	-	-	-	by Owner
1702	Survey & Layout - SITE	-	-	-	-	-	w/Trades
1702	Survey & Layout - BLDG'S	-	-	-	-	-	w/Direct Costs
1705	Daily Construction Clean - COMPOSITE	-	-	-	-	-	w/Trades
1705	Daily Construction Clean - SUPPLEMENTAL	8 hrs/week	\$33.90	35	week	\$271	\$9,493
1707	30-Yard Construction Debris Dumpsters	-	-	-	-	-	
1710	Final Clean - SCHOOL (inc/Exterior Glass)	-	-	-	-	-	
1710	Final Clean - AIRNASIUM	-	-	-	-	-	w/Direct Costs
1710	Final Clean - SITE	-	-	-	-	-	
1710	Street Sweeping	-	-	-	-	-	
1720	Project Record Documents (As-Built's)	-	-	-	-	-	
1730	Other Insurances (Builder's Risk, etc.)	-	-	-	-	-	by Owner
1740	Other Bond Costs	-	-	-	-	-	N/A
1740	Warranties	-	-	-	-	-	Included
1740	AGC Fees	-	-	-	-	-	N/A
1740	Workers Comp & ELI	-	-	-	-	-	Included w/Labor Rates
1740	General & Excess Liability Insurance	-	-	-	-	-	
1740	Payment & Performance Bond	-	-	-	-	-	w/Markups
						FIXED GC COST SUBTOTAL	\$28,694
						\$/WEEK	\$820
						\$/MONTH	\$3,587
GENERAL CONDITIONS TOTALS							
						GC COST GRAND TOTAL	\$219,353
						\$/WEEK	\$6,267
						\$/MONTH	\$27,419

2024 – CONSTRUCTION MANAGEMENT SERVICES

RAIL ROAD SQUARE IMPROVEMENT PROJECT

RFP 24-020 PROPOSAL EVALUATION FORM

8/9/2024 Average of all scores from DM, RR, GO, MF.

CRITERIA		Hennessy Construction Services					
	MAXIMUM POINTS	ERC ASSIGNED POINTS	ERC ASSIGNED POINTS	ERC ASSIGNED POINTS	ERC ASSIGNED POINTS	ERC ASSIGNED POINTS	ERC ASSIGNED POINTS
TEAM and ASSIGNED PERSONNEL QUALIFICATIONS & EXPERINCE	35	34.5					
FIRM REFERENCES, PREVIOUS SIMILAR WORK COMPLETED	45	44.5					
PROJECT APPROACH	10	10					
LOCAL PREFERENCE	5	2					
TECHNICAL COMPLIANCE with RFQ REQUIREMENTS	5	4					
TOTAL	100	95					

Evaluation and Recommendation Committee (ERC): The ERC shall be comprised of up to four (4) City of New Port Richey staff members. The total score is a general consensus from the ERC. **(The evaluation meeting was held on Friday, August 9, 2024)**

**NOTE: Proposer's must have a score of at least 80 or greater to be on the Short List**



## MEMORANDUM

**TO:** Robert Rivera **DATE:** August 9, 2024  
**FROM:** Martin Field **AVO:**  
**EMAIL:** [fieldm@cityofnewportrichey.org](mailto:fieldm@cityofnewportrichey.org)  
**SUBJECT:** Rail Road Square Improvement Project

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An interview was held on 8/9/2024 for the Construction Management Services for the Rail Road Square Improvements Project with Hennessy Construction Services. Public Works Construction Services has reviewed the scoring sheets from the City and provided a PDF of the average scores. Hennessy Construction Services has completed multiple projects with the City. These include Sims Park, Aquatics Center Remodel, Library Remodel and is currently under contract with the City to construct the Fleet Maintenance & Warehouse Facility. I have discussed the project with Hennessy and they feel comfortable with the expectations of the City and their ability to perform. It is my recommendation that the City approve Hennessy Construction Services for the Construction Management of the Rail Road Square Improvements Project.

If you need any additional information or have any questions, please give me call.

Martin Field



# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

**TO:** City of New Port Richey City Council  
**FROM:** Robert M. Rivera, Public Works Director  
**DATE:** 9/3/2024  
**RE:** All-Way Stop Sign Intersection – Madison St. & Massachusetts Ave.

## REQUEST:

The request of staff for City Council is to consider for approval the installation of an all-way stop sign intersection at Madison Street and Massachusetts Avenue. The intersection is currently a two-way stop sign intersection with stop signs facing Madison Street for north and southbound approaches.

## DISCUSSION:

As members of Council are aware, several all-way stop sign installations exist in various locations in the city. In many locations, the all-way stop sign installations were preceded by an engineering and crash data analysis in order to determine if the installation met the warrant requirements of the Manual for Uniform Traffic Control Devices (MUTCD). The MUTCD is accepted as the standard for traffic control devices in the United States and allows for all-way stop signs to be installed at roadway intersections where all-way stop control would improve traffic operational characteristics or where the characteristic of the intersection is hindered by site restrictions, pedestrian conflicts, and where similar traffic volumes are equal from each approach to the intersection.

Subsequent to staff being informed that a school age child was almost hit by a vehicle turning onto Madison Street off of Massachusetts Avenue, staff performed a seven-day traffic study. The data collected identified 37,665 vehicles traveling on Madison Street and 39,360 vehicles traveling on Massachusetts Avenue during the seven-day traffic study.

In addition to the traffic study data collection, staff contracted with Florida Design Consultants to review the data collected and identify possible regulatory solutions for staff to implement. Their report concluded that the intersection at this current state, met three (3) of the five (5) warrants identified in the MUTCD and that an all-way stop sign intersection at Madison Street and Massachusetts Avenue should be installed. Warrants that were met included crash experience. There were six (6) reported crashes in a 12-month period, five (5) of which could have been avoided with the installation of an all-way stop. 13 reported crashes at the intersection over a three (3) years span; seven (7) were of the type susceptible to correction by the installation of an all-way stop. The warrant for eight (8) hour volumes including vehicles, pedestrians, and bicycles was met for Massachusetts Avenue. The total average was 417 vehicles within the eight (8) hour time frame. The criterion for the warrant is 300 vehicles. Included in the same warrant Madison Street had a total average of 297 vehicles within the eight (8) hour time frame. The criteria for the minor road are 200 vehicles. Finally, the warrant for other factors took into account that Richey Elementary is less than 1,000' from the intersection and functions as a pedestrian attractor and that an all-way stop sign intersection at Madison Street and Massachusetts Avenue should be installed.

## RECOMMENDATION:

Staff recommends the approval of the installation of an all-way stop sign intersection at Madison Street and Massachusetts Avenue.

## BUDGET/FISCAL IMPACT:

The budget impact would be approximately \$5,000 for the purchase of stop signs and posts. Funds are allocated in the

Street & Right of Way Maintenance Division's Operating Budget line item 001102-45321 Signs and Sign Material

**ATTACHMENTS:**

Description	Type
☐ Engineers Recommendation Memorandum	Backup Material



July 26, 2024

City of New Port Richey  
Robert Rivera  
Public Works Director  
6132 Pine Hill Road  
Port Richey, FL 34668

**Re: Madison Street & Massachusetts Avenue – All-way Stop Evaluation**

Dear Robert,

FDC evaluated the Madison Street/Massachusetts Avenue intersection to determine if All-way Stop Control is warranted pursuant to section 2B.12 of the US Department of Transportation, Manual on Uniform Traffic Control Devices 2023, 11<sup>th</sup> Edition (MUTCD).

Section 2B.12 offers guidance for All-way Stop Control based on the following warrants:

- A. All-Way Stop Control Warrant A: Crash Experience
- B. All-Way Stop Control Warrant B: Sight Distance
- C. All-Way Stop Control Warrant C: Transition to Signal Control or Transition to Yield Control at a Circular Intersection
- D. All-Way Stop Control Warrant D: 8-Hour Volume (Vehicles, Pedestrians, Bicycles)
- E. All-Way Stop Control Warrant E: Other Factors

These Warrants are evaluated below. Note that Section 2B.12 states that “Warrants are not a substitute for engineering judgement. The fact that a warrant for a particular traffic control device is met is not conclusive justification to install or not install all-way stop control.” For this analysis, data was extracted from a 7 day traffic count conducted by the City of New Port Richey.

*A. All-Way Stop Control Warrant A: Crash Experience*

- All-way stop control may be installed at an intersection where an engineering study indicates that:
  - a. For a four-leg intersection, there are five or more reported crashes in a 12-month period or six or more reported crashes in a 36-month period that were a type susceptible to correction by the installation of all-way stop control.
    - **12- month period: From the dates of 7/22/2022 to 5/14/2023, there were 6 reported crashes at the Massachusetts Avenue/Madison Street intersection (5 were of the type susceptible to correction by the installation of all-way stop control).**

- **36-month period: From the dates of 8/22/2020 to 5/14/2023, there were 13 reported crashes at the Massachusetts Avenue/Madison Street intersection (7 were of the type susceptible to correction by the installation of all-way stop control).**

**Warrant A – Crash Experience criterion is met.**

- b. For a three-leg intersection, there are four or more reported crashes in a 12-month period or five or more reported crashes in a 36-month period that were a type susceptible to correction by the installation of all-way stop control.

**N/A – this is a four-leg intersection.**

*B. All-Way Stop Control Warrant B: Sight Distance*

- All-way stop control may be installed at an intersection where an engineering study indicates that sight distance on the minor-road approaches controlled by a STOP sign is not adequate for a vehicle to turn onto or cross the major (uncontrolled) road.

**Sight distance on the minor-road (Madison Street) appears adequate to turn onto or cross Massachusetts Avenue.**

**Warrant B – Sight Distance criterion is not met.**

*C. All-Way Stop Control Warrant C: Transition to Signal Control or Transition to Yield Control at a Circular Intersection*

- All-way stop control may be installed at locations where all-way stop control is an interim measure that can be installed to control traffic while arrangements are being made for the installation of a traffic control signal (see Chapter 4C) at the intersection or for the installation of yield control at a circular intersection.

**N/A – this intersection is not transitioning to signal control or to yield control.**

*D. All-Way Stop Control Warrant D: 8-Hour Volume (Vehicles, Pedestrians, Bicycles)*

- All-way stop control may be installed at an intersection where an engineering study indicates:
  - a. The combined motor vehicle, bicycle, and pedestrian volume entering the intersection from the major-street approaches is at least 300 units per hour for each of any 8 hours of a typical day; and

**Between the dates of 5/1/2023 and 5/4/2023 (beginning at 12:00AM - Hour 0):**

- **Weekday average traffic count:**
  - **Hour 8-9: 340.75 vehicles**
  - **Hour 9-10: 368.5 vehicles**
  - **Hour 10-11: 400.25 vehicles**
  - **Hour 11-12: 421 vehicles**
  - **Hour 12-13: 411 vehicles**
  - **Hour 13-14: 491.5 vehicles**
  - **Hour 14-15: 455.5 vehicles**
  - **Hour 15-16: 445.5 vehicles**



In the 8-hour span from 8:00AM to 4:00PM, there were at least 300 vehicles per hour for each of those 8 hours.

**Warrant D(a) - 8-Hour Volume criterion is met.**

- b. The combined motor vehicle, bicycle, and pedestrian volume entering the intersection from the minor-street approaches is at least 200 units per hour for each of any of the same 8 hours.

**Between the dates of 6/21/2021 and 6/24/2021 (beginning at 12:00AM - Hour 0):**

- **Weekday average traffic count:**
  - Hour 4-5: 207.8 vehicles
  - Hour 5-6: 316.8 vehicles
  - Hour 6-7: 316.5 vehicles
  - Hour 7-8: 336.0 vehicles
  - Hour 8-9: 360.5 vehicles
  - Hour 9-10: 376.5 vehicles
  - Hour 10-11: 423.8 vehicles
  - Hour 11-12: 414.0 vehicles

In the span from 4:00AM to 7:00PM, there were at least 200 vehicles per hour (which exceeds the minimum 8 hour requirement).

**Warrant D(b) - 8-Hour Volume criterion is met.**

*E. All-Way Stop Control Warrant E: Other Factors*

- All-way stop control may be installed at an intersection where an engineering study indicates that all-way stop control is needed due to other factors not addressed in the other all-way stop control warrants. Such other factors may include, but are not limited to, the following:

- a. The need to control left-turn conflicts,

**The City of New Port Richey provided crash data between April of 2019 to September of 2023.**

**Within this time period, there were five left-turn conflicts (Report Numbers: 88590427, 88590080, 88362122, 25571953, and 2581262).**

**Warrant E – Other Factors criterion is met.**

- b. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where all-way stop control would improve traffic operational characteristics of the intersection, or

**N/A – this is not an intersection of two primarily residential neighborhood collector streets.**

- c. Where pedestrian and/or bicyclist movements support the installation of all-way stop control.

**Richey Elementary School is less than 1,000 feet from the subject intersection and functions as a pedestrian attractor. The installation of all-way stop control would improve the safety of both the crossing guard and school children crossing this intersection.**

**Warrant E – Other Factors criterion is met.**

Based on the warrant criteria listed in Section 2B.12 of the MUTCD and engineering judgement, this intersection meets the criteria for all-way stop control. Both the crash data and roadway trips exceed the minimum volume required to warrant the addition of stop signs on Massachusetts Avenue. Additionally, the intersection experiences numerous left-turn conflicts and is also in a location that attracts elementary school aged pedestrians. FDC recommends all-way stop control for the intersection of Massachusetts Avenue and Madison Street.

In addition adding stop bars and R1-1 signs to Massachusetts Ave., please include the supplemental 'All Way' (R1-3P) plate to all legs of the intersection.



Sincerely,

David Fleeman, PE

Director of Engineering



# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

**TO:** City of New Port Richey City Council  
**FROM:** Robert M. Rivera, Public Works Director  
**DATE:** 9/3/2024  
**RE:** West Main Street Sidewalk and Drainage Project Close Out

## REQUEST:

The request of staff for City Council is to review and to consider approval the deductive change order in the amount of (\$25,426.00) and the final pay request in the amount not to exceed \$144,802.05. Submitted by SC Signature Construction, Inc. for the completion of the West Main Street Sidewalk and Drainage Project. This project also included the City's 2024 Sidewalk Improvement project as a change order approved by City Council at its regular meeting held on May 7, 2024.

## DISCUSSION:

As Council is aware, this project is identified in the City's current Capital Improvement Program. The project included the construction of approximately 1,200 linear feet of sidewalk along the north side of West Main Street and the construction of drainage improvements that included the replacement and upsizing of the existing stormwater inlet structure. The replacement and upsizing of the existing drainage pipe located to the west of the Burger King restaurant. The construction of a headwall south of the restaurant and the construction of drainage swales to reduce on street flooding during storm events. Finally, the change order included the installation of approximately 2,730 linear feet of sidewalk in the Heights Neighborhood south of Marine Parkway and approximately 170 linear feet of sidewalk on the north side of Main Street south of the Main Street bridge.

## RECOMMENDATION:

Approval of the deductive change order and final pay request are recommended.

## BUDGET/FISCAL IMPACT:

Funds for this project are identified and allocated in the City's current Capital Improvement Program as Local Option Gas Tax Dollars.

## ATTACHMENTS:

Description	Type
<input type="checkbox"/> Deductive Change Order	Backup Material
<input type="checkbox"/> Final pay request	Backup Material
<input type="checkbox"/> Site Map	Backup Material

**CONTRACT MODIFICATION  
(FINAL CHANGE ORDER-DEDUCTIVE)**

**Contract Modification No.: 1**

Date: 08/22/2024

**Project Name:** ITB 24-004 Main Street Sidewalk Improvements

Project No:24-004

**Owner:** City of New Port Richey, City Council

**Contractor:** SC Signature Construction Inc.

**Engineer:** Robert Johnson, P.E.

**This is a final Deductive Change Order to the Contract Amount and the Following Modifications to the Contract are hereby ordered:**

<b>Contract Amount</b>		<b>Contract Time (Cal. Days)</b>	
Original Contract Amount	\$ <u>326,561.98</u>	Original Duration	<u>120</u> Days
Previous Change Orders (Add/Deduct)	\$ <u>197,145.03</u>	Previous Change Orders (Add)	<u>0</u> Days
This Change Order (Deduct)	\$ <u>(25,426.00)</u>	This Change Orders (Add)	<u>0</u> Days
Revised Contract Amount	\$ <u>498,281.01</u>	Revised Contract Time	<u>0</u> Days
		The Final Contract Completion Date is:	
		<u>September, 05 2024</u>	

Contractor's Certification

By executing this Change Order , the contractor acknowledges and agrees that the stipulated price and/or time adjustment includes the costs and delays for all work contained in the Change order, including costs and delays associated with the interruption of schedules, extended overheads, delay, and cumulative impacts or ripple effect on all other non-effected work under this contract. Signing of the Change order constitutes full changes and constitutes full and mutual accord and satisfaction for the adjustment in contract price or time as a result of increases or decreases in costs and time or performance caused directly and indirectly from the change, subject to the current scope of the entire work as set forth in the contract documents.

Recommended By:

Engineer \_\_\_\_\_

Contractor SC Signature Construction

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

By: [Signature]

Title \_\_\_\_\_

Title President

Date \_\_\_\_\_

Date: 8/23/24

Public Works Director \_\_\_\_\_

Project Manager/Inspector \_\_\_\_\_

By: [Signature]

By: [Signature]

Date: 08/23/24

Date: 8/23/24

**CITY OF NEW PORT RICHEY, FLORIDA  
CONTRACTOR'S APPLICATION FOR PAYMENT**

**Gray Areas To Be Filled In By Contractor**

Bid No. 24-004 Date 8/20/2024 Payment Number 4 (Final)  
 Application Period From July 8, 2024 To August 20, 2024  
 Project Name Main Street Sidewalk Improvements  
 Account Number \_\_\_\_\_  
 Owner: City of New Port Richey Phone No. 727-841-4536  
 Engineer: ECT - Robert Johnson Phone No. 813-549-4318  
 Contractor: SC Signature Construction, Inc. Phone No. 727-842-5163

**Contract Data**

Bids Received	<u>12/1/2023</u>	No. <u>1</u>	Date <u>5/7/2024</u>	Time _____	Amount <u>\$ 197,145.03</u>
Contract Start Date	<u>3/29/2024</u>	No. <u>1</u>	Date <u>8/22/2024</u>	Time _____	Amount <u>\$ (25,426.00)</u>
Notice to Proceed:	<u>3/29/2024</u>	No. _____	Date _____	Time _____	Amount _____
Calendar Days for Subst. Completion	<u>180</u>	No. _____	Date _____	Time _____	Amount _____
Original Completion Date	<u>10/5/2024</u>	No. _____	Date _____	Time _____	Amount _____
Days Extension to Date	_____				
New Completion date	_____				

**Change Orders**

**Summary of Project Status**

Original Contract Amount	<u>\$ 326,561.98</u>	Total Work Completed	<u>\$ 498,281.01</u>
Adjustments to Date	<u>\$ 197,145.03</u>	Material Stored on Site	<u>\$ -</u>
Revised Contract Amount	<u>\$ 498,281.01</u>	Total Earned to Date	<u>\$ 498,281.01</u>
Percentage Complete (\$)	<u>88.93%</u>	Less Retainage <u>0%</u>	<u>\$ -</u>
Percentage Complete (Time)	<u>75.79%</u>	Balance	<u>\$ 498,281.01</u>
Percentage Complete (Work)	<u>152.58%</u>	Less Previous Payments	<u>\$ 353,478.96</u>
		<b>Amount Due this Period</b>	<b><u>\$ 144,802.05</u></b>

**CERTIFICATION OF CONTRACTOR**

According to the best of knowledge and belief, I certify that this is a true and correct statement of work performed and materials delivered for the applications period stated above. I further certify that the Contractor has good title for all materials delivered under this Application for Payment, and there are no vendor liens, or other liens or rights to liens against this project, and that all previous payment requests received under this Contract have been applied to discharge in full all of the Contractor's obligations reflected in prior Applications for Payment, and that hourly wages paid to all employees on this project for the period of this Application are in accordance with the requirements of the Contract Documents.

**Submitted for Payment:**

SC Signature Construction  
 (Contractor)  
 By: [Signature]  
 (Signature)  
 Name: Joseph Matassik  
 (Print or type)  
 Date: 8/23/24

**Recommended for Payment:**

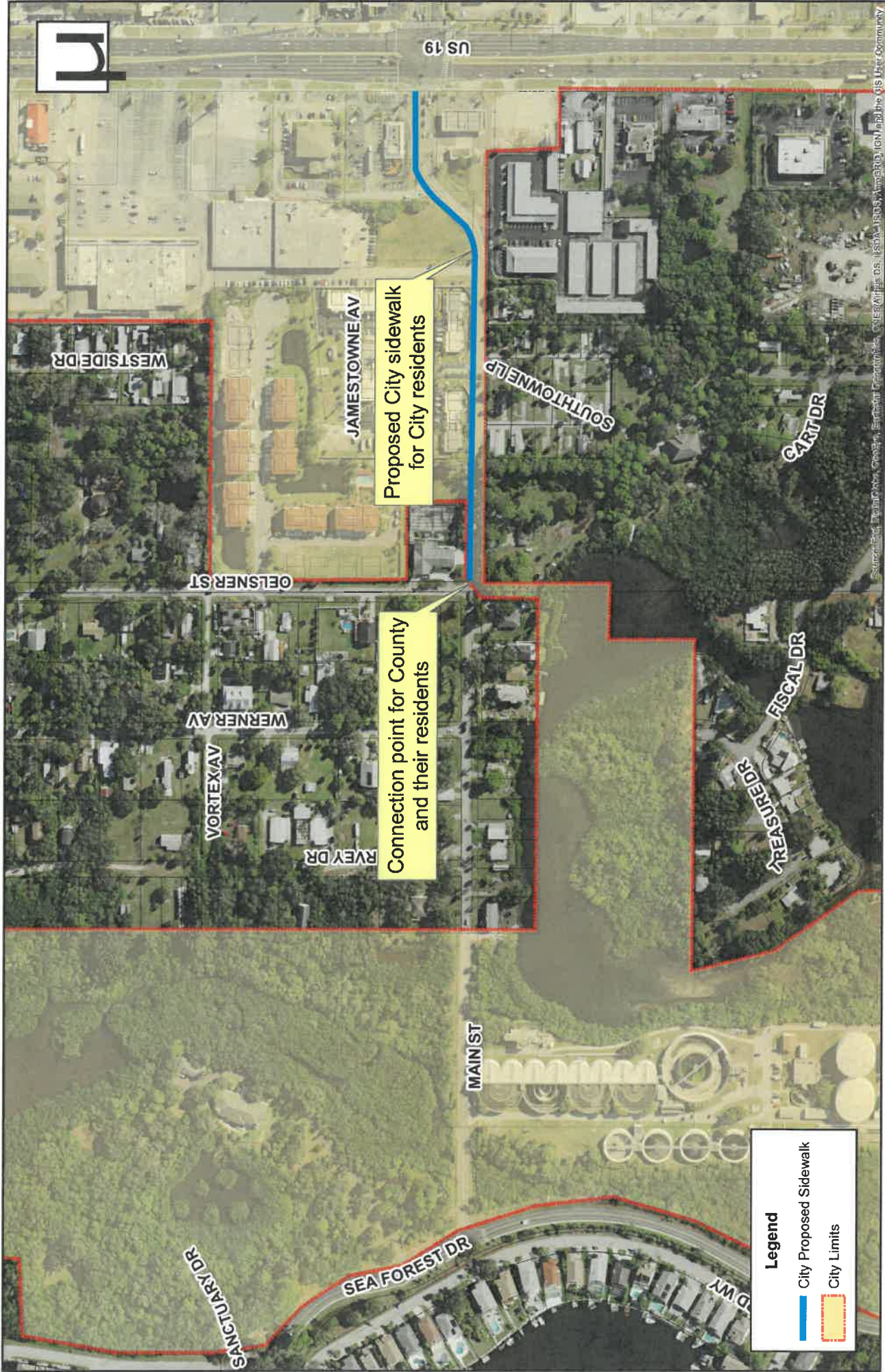
\_\_\_\_\_  
 (Design Professional)  
 By: Not Required  
 (Signature)  
 Name: \_\_\_\_\_  
 (Print or type)  
 Date: \_\_\_\_\_

**Recommended for Payment:**

\_\_\_\_\_  
 (Project Manager)  
 By: [Signature]  
 (Signature)  
 Name: Derek Silver  
 (Print or type)  
 Date: 8/23/24

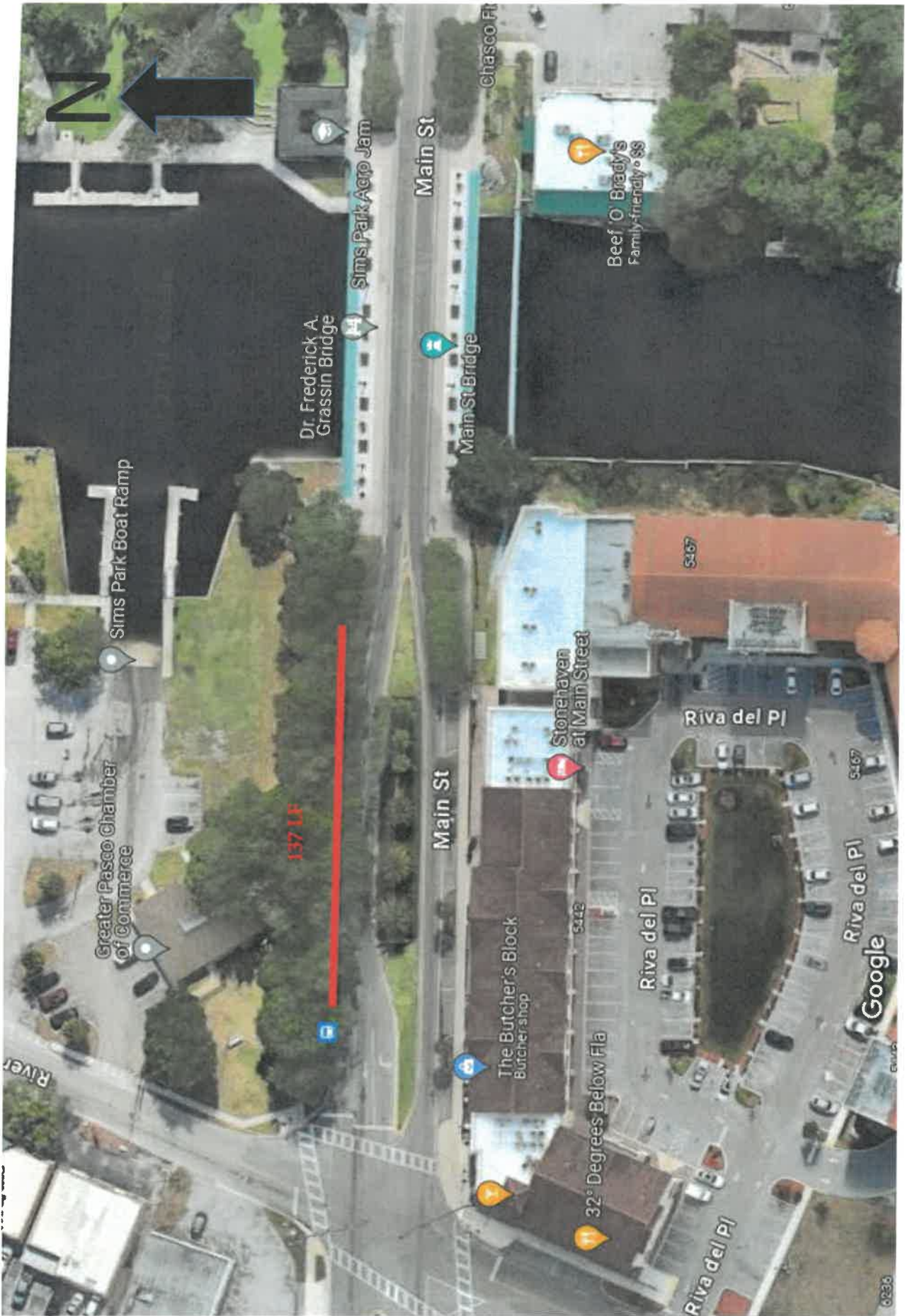
**Approved for Payment:**

City of New Port Richey  
 (Owner)  
 By: [Signature]  
 (Signature)  
 Name: Robert M. Rivera  
 (Print or type)  
 Date: 08/23/2024



Source: Esri, DeLorme, GeoEye, "Swire", IGN, AeroGRID, IGN, and the GIS User Community









# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

**TO:** City of New Port Richey City Council  
**FROM:** Robert Kochen, Chief of Police  
**DATE:** 9/3/2024  
**RE:** Approval of Updated Computer Aided Dispatch (CAD) User Access Agreement w/Central Square Technologies LLC and Pasco County Board of Commissioners (BOCC)

## REQUEST:

The request before the City Council is to approve the updated CAD user access agreement with the BOCC and Central Square Technologies for integrated county police and fire dispatch services.

## DISCUSSION:

On 4-16-24 the City Council approved this agreement; however, the county has made some housekeeping changes to the agreement that are not substantiative. Moreover, these changes do not affect the agreed upon pricing structure of this project.

The changes made to the original CAD user access agreement are provided in the edited version of your backup material and can be summarized as follows:

- Page #1: The county added the City of New Port Richey and removed on behalf of the New Port Richey Police Department and New Port Richey Fire Department.
- Page #2: The county added language to #3 “Interlocal” and removed the accessing entity has the right to cancel the access agreement by giving thirty (30) day written notice to CentralSquare. Under the agreement both parties can cancel the access agreement at any time.
- Page #2: The county rewrote #6; however, it has the same meaning as the original version of this agreement. The county added a reference to Florida State Statute 768.28 which addresses torts and sovereign immunity.
- Page #2: The county removed #8 which addressed public records and replaced it with new language - "Accessing Entity and CentralSquare shall not assign their respective obligations under this Access Agreement without the prior consent of the other parties." The entities under this agreement must follow State Law Chapter 119 when it comes to public records.

City Attorney Tim Driscoll reviewed the updated CAD user access agreement and approved the agreement as to form.

## RECOMMENDATION:

Approve the updated CAD user access agreement with the BOCC and Central Square Technologies for integrated county police and fire dispatch services.

## BUDGET/FISCAL IMPACT:

Account number 001061 46418 – software licenses/support - F.Y. 2023/2024 approved police budget.

## ATTACHMENTS:

Description	Type
<input type="checkbox"/> Updated CAD User Access Agreement	Backup Material
<input type="checkbox"/> Updated CAD User Access Agreement - Highlighted	Backup Material

Changes

**AGREEMENT TO GRANT PERMISSION TO ALLOW ACCESS TO  
SOFTWARE SYSTEM ("ACCESS AGREEMENT")**

among

***Pasco County Board of  
County Commissioners***

*37918 Meridian Avenue  
Dade City, FL 33525*

and

***City of New Port Richey***

*6739 Adams St.  
New Port Richey, FL 34652*

and

***CentralSquare***

***Technologies, LLC***

*1000 Business Center Drive  
Lake Mary, FL 32746*

WHEREAS, **Pasco County, Florida, by and through its Board of County Commissioners ("Customer")**, and **CentralSquare Technologies, LLC ("CentralSquare")**, through its predecessors in interest, entered into a Service Agreement ("**Customer Agreement**") effective February 17, 1998; and

WHEREAS, the Customer entered into an Interlocal Agreement with other Pasco County governments for a Pasco County Consolidated Communications Center, effective March 5, 2013; and

WHEREAS, the **City of New Port Richey ("Accessing Entity")** joined the said Interlocal Agreement via an addendum, effective July 9, 2024; and

WHEREAS, the Accessing Entity entered into a Solutions Agreement with CentralSquare ("**Accessing Entity-CentralSquare Agreement**"), effective July 16<sup>th</sup>, 2024; and

WHEREAS, the Accessing Entity has requested, and Customer has agreed, that the Accessing Entity should be permitted to access Customer's systems to further the goals of the Interlocal Agreement.

NOW, THEREFORE, the Accessing Entity, CentralSquare, and Customer (collectively, "the parties") agree as follows:

1. Customer and CentralSquare grant Accessing Entity permission to allow access to the Customer's Computer Aided Dispatch system ("**Accessed System**") under the terms of this Access Agreement. Customer grants Accessing Entity the right to utilize the Accessed System in order to exchange public safety data (which includes but is not limited to CAD data and other law enforcement agency data) between Customer and Accessing Entity, subject to the terms herein.
2. CentralSquare and Customer shall each have the right to terminate this Access Agreement, and accordingly, Accessing Entity's access to the Accessed System, at CentralSquare's or Customer's discretion.

3. This Access Agreement shall automatically terminate if the Accessing Entity's participation in the Interlocal Agreement is terminated. In the event that this Access Agreement should be terminated, CentralSquare shall be under no obligation to the Accessing Entity to permit continued access to the Accessed System.

4. Customer understands that Accessing Entity will not be granted access to the Accessed System unless Accessing Entity has executed this Access Agreement.

5. Subject to compliance with applicable laws, Customer and Accessing Entity agree to share and contribute data directly or indirectly into the Accessed System for the use in implementation and performance of the Accessed System. Each party shall be the respective owner of its own data and no ownership rights shall transfer by the use or contribution of said data. Accessing Entity further agrees to give the treat any Customer data retrieved under the Access Agreement the same way the Accessing Entity would treat its own data under the Accessing Entity-CentralSquare Agreement, including with regard to any cybersecurity provisions and/or public records exemptions.

6. Accessing Entity shall indemnify, defend and hold harmless CentralSquare, Customer and their respective officers, directors, employees, agents, successors, and assigns, from and against any and all losses incurred by either CentralSquare or Customer that arise out of or result from, or are alleged to arise out of or result from, the gross negligence or more culpable act or omission (including recklessness or willful misconduct) by Accessing Entity, any authorized user, or any third party on behalf of Accessing Entity or any authorized user, in connection with this Access Agreement. Nothing herein shall be construed to extend the Accessing Entity's liability beyond that provided in section 768.28, Florida Statutes

7. This Access Agreement will be governed by and construed under the laws of the State of Florida, without reference to the choice of law provisions thereof. If any provision of this Access Agreement is held to be illegal or unenforceable, it will be deemed stricken from this Access Agreement and the remaining provisions of this Access Agreement will remain in full force and effect. Any disputes under the terms of this Access Agreement shall be filed at the West Pasco Judicial Center in New Port Richey, Florida, for state cases; or the Middle District of Florida, Tampa Division, for federal cases.

8. Accessing Entity and CentralSquare shall not assign their respective obligations under this Access Agreement without the prior consent of the other parties.

9. If the Accessing Agency has any third-party software application (such as RMS) that requires an interface not currently part of the Accessed System to exchange information with the Accessed System, the cost to purchase, develop, and/or implement any such software interface shall be the responsibility of the Accessing Agency.

10. This Access Agreement contains the entire understanding of the parties with respect to its subject matter and supersedes and extinguishes all prior oral and written communications between the parties about its subject matter. No modification of this Access Agreement will be effective unless it is in writing, is signed by each party, and expressly provides that it amends this Access Agreement.

[signatures follow on next page]

**Pasco County Board of  
County Commissioners**

**CentralSquare Technologies, LLC**

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

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

PRINT NAME: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

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

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

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

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

**ATTEST**

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

Nikki Alvarez-Sowles, Esq.  
Clerk & Comptroller

**City of New Port Richey**

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

PRINT NAME: \_\_\_\_\_

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

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

**AGREEMENT TO GRANT PERMISSION TO ALLOW ACCESS TO  
SOFTWARE SYSTEM ("ACCESS AGREEMENT")**

among

**Pasco County Board of  
County Commissioners**  
37918 Meridian Avenue  
Dade City, FL 33525  
and

**City of New Port Richey**  
~~on behalf of the New Port  
Richey Police Department  
and New Port Richey Fire  
Department~~

6739 Adams St.  
New Port Richey, FL 34652  
and

**CentralSquare  
Technologies, LLC**  
1000 Business Center Drive  
Lake Mary, FL 32746

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WHEREAS, Pasco County, Florida, by and through its Board of County Commissioners ("Customer"), and CentralSquare Technologies, LLC ("CentralSquare"), through its predecessors in interest, entered into a Service Agreement ("**Customer Agreement**") effective February 17, 1998; and

WHEREAS, the Customer entered into an Interlocal Agreement with other Pasco County governments for a Pasco County Consolidated Communications Center, effective March 5, 2013; and

WHEREAS, the City of New Port Richey ("**Accessing Entity**") joined the said Interlocal Agreement via an addendum, effective July 9, 2024; and

WHEREAS, the Accessing Entity entered into a Solutions Agreement with CentralSquare ("**Accessing Entity-CentralSquare Agreement**"), effective July 16<sup>th</sup>, 2024; and

WHEREAS, the Accessing Entity has requested, and Customer has agreed, that the Accessing Entity should be permitted to access Customer's systems to further the goals of the Interlocal Agreement.

NOW, THEREFORE, the Accessing Entity, CentralSquare, and Customer (collectively, "the parties") agree as follows:

1. Customer and CentralSquare grant Accessing Entity permission to allow access to the Customer's Computer Aided Dispatch system ("**Accessed System**") under the terms of this Access Agreement. Customer grants Accessing Entity the right to utilize the Accessed System in order to exchange public safety data (which includes but is not limited to CAD data and other law enforcement agency data) between Customer and

Accessing Entity, subject to the terms herein.

2. CentralSquare and Customer shall each have the right to terminate this Access Agreement, and accordingly, Accessing Entity's access to the Accessed System, at CentralSquare's or Customer's discretion.

3. This Access Agreement shall automatically terminate if the Accessing Entity's participation in the Interlocal Agreement is terminated. ~~The Accessing Entity has the right to cancel this Access Agreement by giving a thirty (30) day written notice to CentralSquare.~~ In the event that this Access Agreement should be terminated, CentralSquare shall be under no obligation to the Accessing Entity to permit continued access to the Accessed System.

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4. Customer understands that Accessing Entity will not be granted access to the Accessed System unless Accessing Entity has executed this Access Agreement.

5. Subject to compliance with applicable laws, Customer and Accessing Entity agree to share and contribute data directly or indirectly into the Accessed System for the use in implementation and performance of the Accessed System. Each party shall be the respective owner of its own data and no ownership rights shall transfer by the use or contribution of said data. Accessing Entity further agrees to give the treat any Customer data retrieved under the Access Agreement the same way the Accessing Entity would treat its own data under the Accessing Entity-CentralSquare Agreement, including with regard to any cybersecurity provisions and/or public records exemptions.

~~6. Without waiving its sovereign immunity and to the extent permitted by law, the Accessing Entity shall indemnify, defend and hold harmless CentralSquare, Customer and their respective officers, directors, employees, agents, successors, and assigns, from and against any and all losses incurred by either CentralSquare or Customer that arise out of or result from, or are alleged to arise out of or result from, the gross negligence or more culpable act or omission (including recklessness or willful misconduct) by Accessing Entity, any authorized user, or any third party on behalf of Accessing Entity or any authorized user, in connection with this Access Agreement.~~

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6. Accessing Entity shall indemnify, defend and hold harmless CentralSquare, Customer and their respective officers, directors, employees, agents, successors, and assigns, from and against any and all losses incurred by either CentralSquare or Customer that arise out of or result from, or are alleged to arise out of or result from, the gross negligence or more culpable act or omission (including recklessness or willful misconduct) by Accessing Entity, any authorized user, or any third party on behalf of Accessing Entity or any authorized user, in connection with this Access Agreement. Nothing herein shall be construed to extend the Accessing Entity's liability beyond that provided in section 768.28, Florida Statutes.

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7. This Access Agreement will be governed by and construed under the laws of the State of Florida, without reference to the choice of law provisions thereof. If any provision of this Access Agreement is held to be illegal or unenforceable, it will be deemed stricken from this Access Agreement and the remaining provisions of this Access Agreement will remain in full force and effect. Any disputes under the terms of this Access Agreement shall be filed at the West Pasco Judicial Center in New Port Richey, Florida, for state cases; or the Middle District of Florida, Tampa Division, for federal cases.

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~~8. Public Records. Upon request from Accessing Entity's custodian of public records, CentralSquare shall provide Accessing Entity a copy of any requested public records or~~

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~~allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in the Florida Public Records Act or as otherwise provided by law. CentralSquare shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of this Agreement if CentralSquare does not transfer the records to Accessing Entity. Upon completion of this Agreement, CentralSquare shall transfer, at no cost to Accessing Entity, all public records in the possession of CentralSquare or keep and maintain public records required by Accessing Entity to perform the services provided in this Agreement. If CentralSquare transfers all public records to Accessing Entity upon completion of this Agreement, CentralSquare shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If CentralSquare keeps and maintains public records upon completion of this Agreement, CentralSquare shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Accessing Entity, upon request from Accessing Entity's custodian of public records, in a format that is compatible with the information technology systems of Accessing Entity.~~

7.

8. Accessing Entity and CentralSquare shall not assign their respective obligations under this Access Agreement without the prior consent of the other parties.

9. If the Accessing Agency has any third-party software application (such as RMS) that requires an interface not currently part of the Accessed System to exchange information with the Accessed System, the cost to purchase, develop, and/or implement any such software interface shall be the responsibility of the Accessing Agency.

10. This Access Agreement contains the entire understanding of the parties with respect to its subject matter and supersedes and extinguishes all prior oral and written communications between the parties about its subject matter. No modification of this Access Agreement will be effective unless it is in writing, is signed by each party, and expressly provides that it amends this Access Agreement.

[signatures follow on next page]

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**Pasco County Board of  
County Commissioners**

**CentralSquare Technologies, LLC**

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

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

PRINT NAME: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

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

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

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

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

**ATTEST**

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

Nikki Alvarez-Sowles, Esq.  
Clerk & Comptroller

**City of New Port Richey**

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

PRINT NAME: \_\_\_\_\_

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

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



# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

**TO:** City of New Port Richey City Council  
**FROM:** Debbie L. Manns, ICMA-CM, City Manager  
**DATE:** 9/3/2024  
**RE:** Discussion Regarding Fire Inspection Fees

**REQUEST:**

The request is for City Council to conduct a discussion regarding fire inspection fees and to provide direction to the staff if appropriate.

**DISCUSSION:**

At your meeting on August 6, 2024, Mayor Davis suggested that a discussion should occur at your next meeting in regard to the fire inspection fees that were instituted in conjunction with the adoption of the FY23/24 Comprehensive Fee Schedule. As you may recall, when the agenda item was presented, Chief Fitch reported that both Pasco County and the City of Port Richey are currently charging for fire inspection services. He additionally reported that his recommendation was to adopt the same fee schedule that they both were following. At the conclusion of the presentation, the FY23/24 Comprehensive Fee Schedule was adopted with a unanimous vote by Council. The City has collected over \$30,000 in fees since the schedule was instituted.

From my perspective, it is appropriate for local governments to use charges and fees to help fund services particularly when certain services provided benefit a particular group that receive benefits from such services.

**RECOMMENDATION:**

Staff recommends that City Council conduct the discussion regarding fire inspection fees as requested and to provide direction to the staff as appropriate.

**BUDGET/FISCAL IMPACT:**

No funding is required for this item.

**ATTACHMENTS:**

Description	Type
☐ RES 2023-10 Comprehensive Fee Schedule	Backup Material

**RESOLUTION NO. 2023-10**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEW PORT RICHEY, FLORIDA,  
PROVIDING A COMPREHENSIVE TABLE OF FEES FOR FISCAL YEAR 2023-2024, MODIFYING  
CERTAIN FEES; PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City of New Port Richey has adopted by Ordinance No 2015-2051 providing for certain fees to be adopted by Resolution, upon an annual process to review and update all fees of the City to be in effect on the first day of each ensuing fiscal year; and

**WHEREAS**, the City Council has reviewed those fees which qualify to be set by Resolution and determined that some adjustments to the comprehensive fee schedule are merited; and


**WHEREAS**, the City Council of the City of New Port Richey deems it in the best interest of the Citizens of the City to update and approve the Comprehensive Fee Schedule for certain administrative functions of the City to more equitably assess the cost of these services to parties directly benefiting from those services or functions offered and/or provided; and

**WHEREAS**, the Schedule of Fees are reasonably related to the actual costs of performing the related administrative functions as well as appropriate to enable the continued provision of the cultural programs, services and other activities incorporated into the schedule.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of New Port Richey, Florida hereby adopts the Comprehensive Table of Fees as set forth in EXHIBIT A of this Resolution with an effective date of October 1, 2023.

**RESOLVED THIS 19<sup>th</sup> DAY OF SEPTEMBER, 2023.**

(ATTEST)

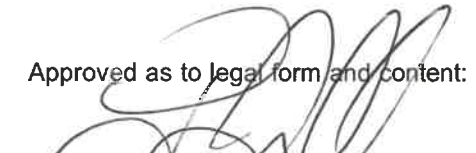
  
\_\_\_\_\_  
Judy Meyers, CMC  
City Clerk

CITY OF NEW PORT RICHEY

  
\_\_\_\_\_  
Alfred C. Davis  
Mayor-Councilman



Approved as to legal form and content:

  
\_\_\_\_\_  
Timothy P. Driscoll, Esq.  
City Attorney

**City of New Port Richey  
Comprehensive Fee Schedule**

<b>ADMINISTRATIVE FEES</b>			
		<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>
Municipal Title Search	Per Property	\$50.00	\$55.00
Credit Card Usage Fee	Utility Payments	Lesser of \$1.75 / transaction or amount allowed by Statute	2.95% Per transaction; \$2.00 minimum per transaction
	Other Payments	Lesser of 2.45% of transaction or actual cost as allowed by Statute	2.95% Per transaction; \$2.00 minimum per transaction
Returned Check Fee	Checks up to \$50.00	\$25.00	\$25.00
	Checks \$50.01 - \$300.00	\$30.00	\$30.00
	Checks \$300.01 and above	Greater of \$40.00 or 5% of check amount	Greater of \$40.00 or 5% of check amount
Handbill Licenses Fee	One Week	\$30.00	\$30.00
	Three Months	\$60.00	\$60.00
	One Year	\$120.00	\$120.00
Political Campaign Signs	Per Election Cycle	\$60.00	\$60.00
Copy Fee		per F.S. 119.07	per F.S. 119.07
Notary Fee	Per Transaction	\$10.00	\$10.00

<b>SPECIAL ASSESSMENTS</b>			
		<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>
Special Waste Hauling Permit	Annually	\$500.00	\$500.00
Stormwater Assessment	Annually; Per Equivalent Residential Unit (ERU)	\$80.00	\$80.00
Street Lighting Assessment	Annually; Per Equivalent Residential Unit (ERU)	\$38.71	\$38.71
Paving Assessment	Annually	Varies per Property Classification	Varies per Property Classification
Solid Waste Assessment	Annually	Varies per Property Classification	Varies per Property Classification
Foreclosure (Vacant Property) Registration	Per Property	\$200.00	\$200.00

<b>LIBRARY FEES</b>			
		<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>
Library Card	Resident	\$0.00	\$0.00
	Non-Resident	\$25.00	\$25.00
	Non-Resident - 6 months	\$12.50	\$12.50
	Replacement Card	\$1.00	\$0.00
Computer Use	Guest Pass	No charge	No charge
	Additional Hr (if available)	No charge	No charge
Computer/Copier Prints	Black & White	\$0.15/page	\$0.15/page
	Color	\$.25/page	\$.25/page
Proctoring Exams	Online	\$10.00/occurrence	\$10.00/occurrence
	Paper	\$15.00/occurrence	\$15.00/occurrence
Fax Service - Send or Receive (Self Service)	First Page	\$1.00/page	\$1.00/page
	Each Additional Page	\$1.00/page	\$1.00/page

**City of New Port Richey  
Comprehensive Fee Schedule**

<b>LIBRARY FEES, Cont.</b>			
		<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>
Bookstore	Data Storage Devices	\$5.00-\$10.00/item	\$5.00-\$10.00/item
	Books, Magazines, Blue-Rays, CDs, DVDs	Varies/item	Varies/item
Bus Passes			31 Day Ride \$37.50 31 Day Reduced Ride \$18.75 20 Day Regular Ride \$25 20 Day Reduced Ride \$12.50 Summer Haul Pass \$20
Passport Photo Processing Fee			\$10.00
Passport Book Processing Fee			\$35.00
	Books and DVDs	0.25/day/item	\$0.00
	Mobile Hotspot, Games, Launchpads, Tools, and Artwork	\$1.00/day/item	\$1.00/day/item
Library Fines/Late Charges	Children's & YA Materials (not including AV or special collections)	No charge	No charge
	Adult Materials (not including AV or special collections)	No charge	No charge
	Interlibrary Loan Materials	\$1.00/day/item	\$1.00/day/item
	Maximum Total Fine	\$5.00/item	\$5.00/item
Lost/Damage Material Charges	Replacement of Materials Lost or Unrepairable	Cost	Cost
	Case Replacement & Processing (DVDs, Blue-Rays, CDs)	\$5.00/occurrence	Cost
	Non-print Media Returned in Outside Book Drop	\$5.00/item	\$5.00/item
	Collection Agency Charge	\$10.00/account	\$10.00/account
Meeting Room Charges	Not For Profit Organizations - During Normal Library Hours	\$0.00/hour	\$0.00/hour
	For Profit Organizations - During Normal Library Hrs.	\$50.00/per hour	\$50.00/per hour
	Cleaning Charge	\$25.00/occurrence	\$25.00/occurrence
	Room Set-up & Tear-down	\$25.00/occurrence	\$25.00/occurrence
	No Show Charge (if not cancelled 5 days in advance)	\$25.00/occurrence	\$25.00/occurrence
Notary Fee	Per Transaction	\$10.00	\$10.00
<b>SPECIAL EVENTS</b>			
Major Events are defined as events that could include one or more of the following: events that last more than 72 hours, have an anticipated attendance of more than 1,000, or will significantly impact public streets, rights of way with road closures and the need for additional City Services from the Police Department and Fire Department.			
		<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>
Application Fee	per event	\$150.00	\$0.00
Small Events		\$0.00	\$150.00

**City of New Port Richey  
Comprehensive Fee Schedule**

**SPECIAL EVENTS, Cont.**

		<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>
Major Events		\$150.00	\$500.00
Railroad Square Application Fee	Additional as required based on nature of event	\$0.00	\$200.00
Cavalier Square Application Fee		\$0.00	\$75.00
Alcoholic Beverage Application Fee	per event	\$300.00	\$350.00
Amphitheatre	City Resident or Business	\$350.00/event	\$350.00/day
	Non-city Resident or Business	\$650.00/event	\$650.00/day
Staffing/Materials	Per event	Per Agreement	Per Agreement

**RECREATION & AQUATICS**

For special programs, lessons, and certain events, additional charges may be set in a manner that allows the Recreation & Aquatics Department to recuperate costs of contracted services and other direct costs associated with providing the special program, lesson, or certain event.

		<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>
<b>Membership Fees:</b>			
Daily Entry Fee (inc. Sales Tax):			
Youth	Resident Fee	\$3.50	\$3.50
	Non-Resident Fee	\$4.50	\$4.50
Seniors	Resident Fee	\$3.75	\$3.75
	Non-Resident Fee	\$6.00	\$6.00
Adult	Resident Fee	\$4.00	\$4.00
	Non-Resident Fee	\$6.50	\$6.50
One Month Rate (inc. Sales Tax):			
Youth	Resident Fee	\$16.00	\$16.00
	Non-Resident Fee	\$20.00	\$20.00
Seniors	Resident Fee	\$20.00	\$20.00
	Non-Resident Fee	\$25.00	\$25.00
Adult	Resident Fee	\$28.00	\$28.00
	Non-Resident Fee	\$36.00	\$36.00
Household	Resident Fee	\$50.00	\$50.00
	Non-Resident Fee	\$70.00	\$70.00
Annual Rate (inc. Sales Tax):			
Youth	Resident Fee	\$135.00	\$135.00
	Non-Resident Fee	\$168.00	\$168.00
Seniors	Resident Fee	\$168.00	\$168.00
	Non-Resident Fee	\$210.00	\$210.00
Adult	Resident Fee	\$210.00	\$210.00
	Non-Resident Fee	\$268.00	\$268.00
Household	Resident Fee	\$410.00	\$410.00
	Non-Resident Fee	\$520.00	\$520.00
Queen of Peace Hall Reservation -			
Half Day	Resident	\$200.00 + Tax	\$200.00 + Tax
	Non-Resident	\$300.00 + Tax	\$300.00 + Tax
Full Day	Resident	\$350.00 + Tax	\$350.00 + Tax
	Non-Resident	\$550.00 + Tax	\$550.00 + Tax
	After Dark Add'l Charge	\$25.00	\$50.00
	Damage Deposit	\$200.00	\$200.00
	Mandatory Cleaning Fee		\$75.00

**City of New Port Richey  
Comprehensive Fee Schedule**

**RECREATION & AQUATICS, Cont.**

		<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>
Railroad Square	City Business / Resident		\$500.00
	Non-City Business / Non Resident		\$500.00
Park Shelter Reservation	Resident , per day	\$32.00 + Tax	\$35.00 + Tax
	Non-Resident, per day	\$65.00 + Tax	\$70.00 + Tax
Summer Day Camp Program	Resident , per week	\$70.00	\$90.00
	Non-Resident, per week	\$85.00	\$105.00
Lifeguard Training	Resident & Non-Resident, per certification	\$150.00	\$175.00
Chaparoned Youth Swim Group	Resident & Non-Resident, per day	\$3.00 /Person	\$4.00 /Person
Aquatics Shade Canopy Rental	Resident , per day	\$120.00	\$160.00
	Non-Resident, per day	\$120.00	\$200.00
Swimming Pool Rental (2 Hr Min)	Resident - 1st Pool	\$90.00/Hr (2 Hr Min.)	\$100.00/Hr
	Resident - Add'l Pool	\$20.00/Hr (2 Hr Min.)	\$25.00/Hr
	Non-Resident - 1st Pool	\$140.00/Hr (2 Hr Min.)	\$150.00/Hr
	Non-Resident - Add'l Pool	\$30.00/Hr (2 Hr Min.)	\$50.00/Hr
	Swim Team ( 6 Lanes)	\$12.00/Hr/Pool	\$25.00/Hr/Pool
	Swim Team - Shared (4 Lanes or less)		\$15.00/Hr/Pool
	Swim Meet	\$50.00/Hr/Pool	\$75.00/Hr/Pool
Pro Shop (Goggles, towels, ect.)		\$5.00-\$20.00 per item	
Gymnasium Rental	Resident	\$50.00/Hr/Gym (2 Hr. Min.)	\$50.00/Hr/Gym (2 Hr. Min.)
	Non-Resident	\$75.00/Hr/Gym (2 Hr. Min.)	\$75.00/Hr/Gym (2 Hr. Min.)
	Damage Deposit/Cleaning	\$100.00/Gym	\$100.00/Gym
Activity/Meeting Room Rental - Palm Room	Resident	\$35.00/Hr/Room	\$40.00/Hr/Room
	Non-Resident	\$45.00/Hr/Room	\$55.00/Hr/Room
	Damage Deposit/Cleaning	\$100.00	\$100.00
Activity/Meeting Room Rental - Oak Room (Non-Pool Room)	Resident	\$25.00/Hr/Room	\$30.00/Hr/Room
	Non-Resident	\$35.00/Hr/Room	\$45.00/Hr/Room
	Damage Deposit/Cleaning	\$100.00	\$100.00
Activity/Meeting Room Rental - Oak Room (Pool Room Rental with 30 Pool)	Resident		\$100.00/Hr/Room
	Non-Resident		\$270.00/Hr/Room
	Damage Deposit/Cleaning		\$100.00
Kitchen Fee	Per Hour	\$20.00	\$40.00/hr.
Special Event Permit Fees	Parade with Road Closure		\$238.00
	Road Closure / No Parade		\$138.00 any area
	Food Trailer Vendor Fee		\$75.00
Park Vending	One Day Vending Permit Category I & II	\$25.00 /Site or Category	\$25.00 /Site or Category
	One Month Vending Permit Category I & II	\$150.00 /Site or Category	\$150.00 /Site or Category
	One Month Vending Permit Category III	\$250.00 /Site	\$250.00 /Site
	Sexual Predator Background Check	Actual Cost /Person	Actual Cost /Person

Category I: Food

Category II: Non-motorized Equipment Rentals, such as kayaks, canoes, paddleboards, and bikes

Category III: Motorized Equipment, such as boatrides, etc.

**City of New Port Richey  
Comprehensive Fee Schedule**

<b>DEVELOPMENT SERVICES FEES</b>			
		<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>
Annexation	Per Occurrence	\$900.00	\$900.00
Annexation (Pre) Agreement	Per Occurrence	\$400.00	\$400.00
Administrative Decision Appeal (Official)	Per Occurrence	\$500.00	\$500.00
Administrative Decision Appeal (DRC)	Per Occurrence	\$250.00	\$250.00
Adult Use Verification	Per Occurrence	\$350.00	\$350.00
Appeal of LDRB/HPB Decision	Per Occurrence	\$500.00	\$500.00
Certified Parcel (less than 3 lots)	Per Occurrence	\$500.00	\$500.00
Certificate of Appropriateness	Per Occurrence	\$500.00	\$500.00
Certificate of Concurrence	Per Occurrence	\$500.00	\$500.00
Community Development District (CDD) Petition Review	Per Occurrence	\$7,500.00	\$7,500.00
Code Amendment	Per Occurrence	\$1,000.00	\$1,000.00
Comprehensive Plan Text Amendment	Per Element	\$1,000.00	\$1,000.00
Concept Plan Application	Per Occurrence	\$250.00	\$250.00
Conditional Use (Base Fee)	Per Occurrence	\$750.00	\$750.00
Conditional Use Modifications	Per Occurrence	\$250.00	\$250.00
Copy Fee (Black 8.5" x 11")	After First 5 Pages	\$0.15/page	\$0.15/page
Copy Fee (Color 8.5" x 11")	After First 3 Pages	\$0.25/page	\$0.25/page
Copy Fee (Black 8.5" x 14")	After First 4 Pages	\$0.20/page	\$0.20/page
Copy Fee (Color 8.5" x 14")	After First 3 Pages	\$0.30/page	\$0.30/page
Copy Fee (Black 11" x 17")	Per Page	\$0.75/page	\$0.75/page
Copy Fee (Color 11" x 17")	Per Page	\$1.50/page	\$1.50/page
Copy Fee (Black 24" x 36")	Per Page	\$3.00/page	\$3.00/page
Development Agreement	Per Occurrence	\$2,500.00	\$0.00
Development Agreement/Amendment	Per Occurrence	\$2,000.00	\$2,500.00
Development Agreement Extension	Per Occurrence	\$500.00	\$750.00
Dog Outdoor Dining Area	Per Occurrence	\$75.00	\$75.00
Dog Outdoor Dining Area Renewal	Per Occurrence	\$25.00	\$25.00
Easement Vacation - Residential	Per Occurrence	\$350.00	\$350.00
Easement Vacation - Commercial	Per Occurrence	\$400.00	\$400.00
Landscape Plan Application	Per Occurrence	\$250.00	\$250.00
Landscape Plan (Revision)	Per Occurrence	\$125.00	\$175.00
Land Use Amendment (LUA) - Small Scale (Base Fee)	Per Occurrence	\$1,500.00	\$1,500.00
LUA - Large Scale (Base Fee)	Per Occurrence	\$2,000.00	\$2,000.00
LUA - Small & Large Scale (Variable Fee)	Per Acre or Partial Acre	\$20.00/acre or partial acre	\$20.00/acre or partial acre



**City of New Port Richey  
Comprehensive Fee Schedule**

<b>DEVELOPMENT SERVICES FEES, Cont.</b>			
		<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>
Local Historic Landmark Designation	Per Occurrence	\$500.00	\$500.00
Mobile Vending Registration Application	Per Occurrence	\$100.00	\$100.00
Mobile Vending Renewal Application	Per Occurrence	\$50.00	\$50.00
Mural Application	Per Occurrence	\$100.00	\$100.00
Nonconformity Determination	Per Occurrence	\$150.00	\$150.00
Off-street Parking Plan Application	Per Occurrence	\$250.00	\$300.00
Off-street Parking Plan (Revision Fee)	Per Occurrence	\$125.00	\$175.00
Parklet Registration Application	Per Initial Registration	\$150.00	\$150.00
Parklet Renewal Application	Per Annual Renewal	\$75.00	\$75.00
Plat/Replat - Preliminary (Base Fee)	Per Occurrence	\$750.00	\$750.00
Plat/Replat - Prelim. & Final (Variable Fee)	Per Lot & Tract	\$15.00/lot & tract	\$15.00/lot & tract
Plat/Replat - Preliminary (Survey Review)	Per Occurrence	\$500.00	\$500.00
Plat/Replat - Preliminary (Revision Fee)	Per Occurrence	\$500.00	\$500.00
Plat/Replat - Final (Base Fee)	Per Occurrence	\$1,000.00	\$1,000.00
Plat/Replat - Final (Revision Fee)	Per Occurrence	\$500.00	\$500.00
Rezoning (Base Fee)	Per Occurrence	\$850.00	\$850.00
Rezoning - Overlay District (Base Fee)	Per Occurrence	\$1,250.00	\$1,250.00
Rezoning - PDD (Base Fee)	Per Occurrence	\$2,500.00	\$2,500.00
Rezoning - PDD (Amendment)	Per Occurrence	\$1,250.00	\$500.00
Sidewalk Café	Per Occurrence	\$50.00	\$50.00
Site Plan Application - Preliminary - Major Residential (Base Fee)	Per Occurrence	\$750.00	\$750.00
Site Plan Application - Preliminary - Major Residential (Revision Fee)	Per Occurrence	\$600.00	\$600.00
Site Plan Application - Final - Major Residential (Base Fee)	Per Occurrence	\$600.00	\$600.00
Site Plan Application - Final - Major Residential (Revision Fee)	Per Occurrence	\$400.00	\$400.00
Site Plan Application - Preliminary - Minor Residential (4 du<) (Base Fee)	Per Occurrence	\$200.00	\$200.00

**City of New Port Richey  
Comprehensive Fee Schedule**

<b>DEVELOPMENT SERVICES FEES, Cont.</b>		<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>
Site Plan Application - Preliminary - Minor Residential (4 du<) (Revision Fee)	Per Occurrence	\$100.00	\$100.00
Site Plan Application - Preliminary Major Non-residential (Base Fee)	Per Occurrence	\$800.00	\$800.00
Site Plan Application - Preliminary Major Non-residential (Revision Fee)	Per Occurrence	\$1,000.00	\$1,000.00
Site Plan Application - Preliminary - Minor Non-residential (5K SF <) (Base Fee)	Per Occurrence	\$500.00	\$500.00
Site Plan Application - Preliminary - Minor Non-residential (5K SF <) (Revision Fee)	Per Occurrence	\$250.00	\$250.00
Civil (Site Plan) Application Fee- Residential & Non-residential	Per Occurrence		\$200.00
Building Plan Application Fee- Residential & Non-residential	Per Occurrence		\$200.00
Special Exception Use Application	Per Occurrence	\$750.00	\$750.00
Special Exception Extension	Per Occurrence	\$500.00	\$500.00
State Beverage License Verification	Per Permanent Application	\$300.00	\$300.00
State Beverage License Verification	Per 1/2/3 Day Event	\$50.00	\$50.00
Street Addressing (Assessed at Time of Platting or Building Permit Application)	Per Address	\$50.00	\$50.00
Street/Alley Naming (Assessed at Time of Platting or Building Permit Application)	Per Street/Alley	\$250.00	\$250.00
Street Name/Alley Changes	Per Street/Alley	\$500.00	\$500.00
Subdivision and Plat Review	Per Occurrence	\$500.00	\$500.00
Temporary Extension of Premises	Per Occurrence	\$200.00	\$200.00
Unity of Title	Per Occurrence	\$250.00	\$250.00
Vacation - Residential Rental Registration	Per Occurrence	\$250.00	\$250.00
Vacation - Residential Rental Renewal	Per Year	\$100.00	\$100.00

**City of New Port Richey  
Comprehensive Fee Schedule**

**DEVELOPMENT SERVICES FEES, Cont.**

		<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>
Vacation - Commercial	Per Occurrence	\$1,000.00	\$1,000.00
Variance - Residential	Per Occurrence	\$500.00	\$500.00
Variance - Commercial	Per Occurrence	\$750.00	\$750.00
Variance - Sign Request	Per Occurrence	\$750.00	\$750.00
Wireless Facilities (Towers)	Per Occurrence	\$1,000.00	\$1,000.00
Zoning Verification Letter	Per Letter	\$125.00	\$125.00

**BUILDING PERMIT & OTHER PERMIT FEES**

		<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>
State of Florida Building Surcharge		3% (min. of \$4.00)	3% (min. of \$4.00)

A 3% fee is charged on all permits (i.e. building, plumbing, electrical, mechanical, roofing, fire systems, etc.). The minimum amount collected on any permit will be \$4.00, per F.S. 553 and F.S. 468.

**Current Fee**

Residential/Commercial - New Construction/Addition  
Renovation/Site:

Permit fees for residential and commercial new construction, additions, or renovations are based on 1% of construction value, but not less than a \$200 minimum fee.

Value is based on contract price. The Building Official reserves the right to determine fees based on ICC valuation or other nationally recognized sources.

**Proposed Fee for FY2024**

Civil (Site) Plans - Residential / Commercial

Permit fees for residential and commercial new SITE construction, additions, or renovations are based on 1% of construction value, but not less than a \$200 minimum fee.

Value is based on contract price. The Building Official reserves the right to determine fees based on ICC valuation or other nationally recognized sources.

In addition, Consultant fees shall be paid by the applicant prior to issuance of permit.

Building (Architectural) Plans - Residential/Commercial

Permit fees for residential and commercial new BUILDING construction, additions, or renovations are based on 1% of construction value, but not less than a \$200 minimum fee.

Value is based on contract price. The Building Official reserves the right to determine fees based on ICC valuation or other nationally recognized sources.

In addition, Consultant fees shall be paid by the applicant prior to issuance of permit.

Zoning Review Fee		\$50.00	\$50.00
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**City of New Port Richey  
Comprehensive Fee Schedule**

**BUILDING PERMIT & OTHER PERMIT FEES, Cont.**

	<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>
Special Flood Hazard Area Fee (SFHA)/ 100 Year Floodplain	\$50.00	\$50.00

All construction located in an SFHA requires additional review to ensure compliance with FEMA limitations for substantial improvements.

Miscellaneous Building Permit Fees:

Zoning review fees may apply, if applicable.

Residential Re-roof	\$150.00 minimum or 1% based on value; minimum of \$250.00 or 1%	\$150.00 minimum or 1% based on value; minimum of \$250.00 or 1%
Commercial Re-roof	\$200.00 flat	\$200.00 flat
Residential Demolition	\$250 minimum or 1%	\$250 minimum or 1%
Commercial Demolition	\$70.00	\$70.00
Residential Fence	based on value; minimum \$200.00 or 1%	based on value; minimum \$200.00 or 1%
Commercial Fence	\$150.00	\$150.00
Driveways	based on value; minimum \$200.00 or 1%	based on value; minimum \$200.00 or 1%
Accessory Structures	\$500.00	\$500.00
Mobile Home Installation	\$100.00	\$100.00
Garage Door	\$50.00 processing fee	\$50.00 processing fee
Tents & Canopies	\$250.00 minimum or 1%	\$250.00 minimum or 1%
Sinkhole & Foundation Stabilization	\$150.00 flat	\$150.00 flat
Right-of-Way Use	\$50.00 (up to 5 trees); \$10.00/additional tree	\$50.00 (up to 5 trees); \$10.00/additional tree

May require relocation of trees, replanting of trees, and/or payment to Tree Fund.

Swimming Pools:

Above ground/spa	\$200.00	\$200.00
Temporary Swimming Pool	\$100 flat	\$100 flat
Residential Swimming Pool	\$250.00 minimum or 1% based on value; \$500.00 minimum or 1%	\$250.00 minimum or 1% based on value; \$500.00 minimum or 1%
Commercial Swimming Pool		

Electric:

Temporary Pole	\$50.00	\$50.00
Residential - New, Alterations, Repairs	\$150.00 minimum or 1%	\$150.00 minimum or 1%
Commercial - New, Alterations, Repairs	\$250.00 minimum or 1%	\$250.00 minimum or 1%

Plumbing:

Residential - New, Repairs, Alterations, & Additions	\$150.00 minimum or 1%	\$150.00 minimum or 1%
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**City of New Port Richey  
Comprehensive Fee Schedule**

**BUILDING PERMIT & OTHER PERMIT FEES, Cont.**

	<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>
<b>Plumbing, cont.:</b>		
Commercial - New, Repairs, Alterations, & Additions	\$250.00 minimum or 1%	\$250.00 minimum or 1%
Irrigation	\$150.00	\$150.00
<b>Mechanical:</b>		
Residential - New, Repairs, Alterations, & Additions	\$200.00 minimum or 1%	\$200.00 minimum or 1%
Commercial - New, Repairs, Alterations, & Additions	\$250.00 minimum or 1%	\$250.00 minimum or 1%
Residential - Equal Changeout	\$150.00	\$150.00
Commercial - Equal Changeout	based on value; \$200.00 minimum or 1%	based on value; \$200.00 minimum or 1%
Residential - Changeouts with Duct work	based on value; \$200.00 minimum or 1%	based on value; \$200.00 minimum or 1%
Commercial - Changeouts with Duct work	based on value; \$250.00 minimum or 1%	based on value; \$250.00 minimum or 1%
Kitchen Hoods	based on value; \$200.00 minimum or 1%	based on value; \$200.00 minimum or 1%
<b>LP/Natural Gas:</b>		
Residential - New/Alt/Tank Charge	\$250.00 minimum or 1%	\$250.00 minimum or 1%
Commercial - New/Alt/Tank Charge	based on value; \$300.00 minimum or 1%	based on value; \$300.00 minimum or 1%
<b>Fire Permit Fees:</b>	\$150.00	\$150.00
<p>Fire permit fees are assessed by the Fire Department. All fire permits will be charged a \$150.00 fee for processing, in addition to fees assessed by the Fire Department.</p>		
<b>Administrative Fees:</b>		
Each Resubmittal after two plan submittals	\$0.00	\$200.00
1st Re-inspection Fee	\$50.00	\$75.00
2nd Re-inspection Fee for Previous Note	\$100.00	\$150.00
3rd Re-inspection Fee for Previous Note	\$150.00	\$200.00
Permit Extension - 90 days (1st) (Upon BO Approval)	\$50.00	\$100.00
Permit Extension - 2nd 90 days (Upon BO Approval)	\$100.00	\$200.00
After the Fact Permits - 1st Offense	Double Permit Fee, plus \$75.00	Double Permit Fee, plus \$100.00
After the Fact Permits - Subsequent Offense (within 6 months)	3x Permit Fee, plus \$100	3x Permit Fee, plus \$200
Duplicate Certificate of Occupancy	\$10.00	\$10.00

**City of New Port Richey  
Comprehensive Fee Schedule**

**BUILDING PERMIT & OTHER PERMIT FEES, Cont.**

	<u>Current Fee</u>	<u>Proposed Fee for FY2024</u>
Administrative Fees, cont.:		
Duplicate Permit Card	\$5.00	\$5.00
Field Inspection Fee - Owner Request w/o Permit) - for Building, Planning, & Fire	\$60.00/department requested	\$75.00/department requested
Notary Service (Unrelated to Permits)	\$10.00	\$10.00
Condemnation Fee	\$300.00	\$300.00
Building Removed by the City	Cost of Removal, Clearing Fees, Administrative Fees, and Legal Fees	Cost of Removal, Clearing Fees, Administrative Fees, and Legal Fees
Temporary Certificate of Occupancy (BO Approval)	\$100.00	\$100.00
Renewal of Temporary Certificate of Occupancy, Valid for 90 days only (BO Approval)	\$175.00	\$175.00
Processing/Inspections - After Hours	\$200.00	\$200.00
Code Interpretation (written by BO)	\$350.00	\$350.00
Alternative Materials and Methods Request (written by BO)	\$350.00	\$350.00
Residential Permit Revision	\$75.00/revision	\$125.00/revision
Commercial Permit Revision	\$100.00/revision	\$150.00/revision
Change or Add Sub-Contractor to Previously Issued Permit	\$20.00 per change or addition	\$20.00 per change or addition
Change of Contractor to Issued Permit	\$50.00	\$50.00
Expired Permit Reinstatement Fee, for Permits lacking FINAL INSPECTIONS only (with BO Approval)	\$50.00/trade	\$50.00/trade
Expired Permit Reinstatement Fee, for Permits lacking MULTIPLE INSPECTIONS only (with BO Approval)	\$50.00/trade, plus 1/2 (50%) of the original permit fee	\$50.00/trade, plus 1/2 (50%) of the original permit fee

**City of New Port Richey  
Comprehensive Fee Schedule**

**BUILDING PERMIT & OTHER PERMIT FEES, Cont.**

	<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>
Impact Fees:		
Water and Sewer impact fees are set by Ordinance and are imposed on new construction, where utility services have not been previously established. Fees are calculated based on equivalent residential units (ERUs), as follows:		
Water Service Development Fee	\$1,158.00/ERU	
Sewer Service Development Fee	\$2,262.00/ERU	
Pasco County Public School Impact Fees are collected at the prevailing rate.		

Communications Facilities in Public Rights-of-Way:

Annual permit fee, set by Ordinance No. 2017-2129:  
\$500/ linear mile, or portion thereof, or the maximum amount allowed under F.S. Section 337.401(6)(b), whichever is higher

Application Fee to Collocate Small Wireless Facilities on City Utility Poles:  
\$150/pole/year/Facility (also set by Ordinance No. 2017-2129)

**FIRE DEPARTMENT FEES**

		<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>
Commercial/Business/Public/ Assembly/Mixed Occupancy/Hotels/Motels/D ay Care	Plan Reviews (Site or Bldg)	\$125.00/Review	150.00/Review
	Plan Reviews (2 or more)	\$75.00/Review	\$100.00/Review
	Per 1,000 sq.ft. of floor area or fraction thereof	\$15.00	\$15.00
Hospitals/Clinics/Surgical/ Medical/Nursing Homes/Hotels/Motels	Plan Reviews (Site or Bldg)	\$150.00/Review	\$200.00/Site or Building
	Plan Reviews (2 or more)	\$100.00/Review	\$100.00/Review
	Per 1,000 sq.ft. of floor area or fraction thereof	\$20.00	\$20.00
Residential/Foster/Group Homes	Plan Reviews (Site or Bldg)	\$100.00/Review	\$125.00/Site or Building
	Plan Reviews (3 or more)	\$50.00/Review	\$75.00/Review
	Dwelling/Living/Sleeping Unit	\$20.00/Unit	\$20.00/Unit
	Per 1,000 sq.ft. of floor area or fraction thereof	\$10.00	\$20.00
Fire Sprinkler System/Standpipes/Fire Hood Suppression System	Plan Review	\$75.00/Review	\$100.00/Review
	Plan Reviews (2 or more)	\$35.00/Review	\$75.00/Review
	System, plus Fee for each Device or head	\$75.00	\$75.00
	Sprinkler Head System		
	Device	\$1.50 each	\$1.50 each
	Range Exhaust Hood	\$75.00/Hood	\$75.00/Hood
	Range Hood Fire Suppression System	\$75.00	\$75.00
Range Hood System, Head, or Device	\$1.50 each	\$1.50 each	

**City of New Port Richey  
Comprehensive Fee Schedule**

**FIRE DEPARTMENT FEES, Cont.**

		<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>
Fire Alarm/Detection Systems-Monitored	Plan Review	\$75.00/Review	\$100.00
	Plan Reviews (2 or more) System (Alarm Detection Devices, Wiring, Warning Systems)	\$35.00/Review	\$75.00/Review
	System Device (Detectors, Pull Stations, Horns/Strobes, etc.)	\$60.00/Review	\$75.00/Review
		\$1.00 each	\$1.00 each
Flammable/Combustible/Compress Liquid/Gas Storage Systems	Plan Review	\$75.00/Review	\$100.00
	Plan Reviews (2 or more) System (Tanks, Piping, Dispensers, Anchors, Shutoffs, Wells, etc.)	\$35.00/Review	\$75.00/Review
	L.P. Supplier Tank Change Out	\$60.00	\$60.00
	1 Tank or Meter	\$60.00	\$60.00
	2 - 3 Tanks	\$125.00	\$125.00
	4 or More Tanks	\$225.00	\$225.00
	Compressed Gas Systems	\$125.00	\$125.00
	Tank Removal - Underground	\$75.00	\$75.00
Special Event Permits	Tents- Larger than 10x10	\$40.00, plus \$10.00 per tent over one	\$40.00, plus \$10.00 per tent over one
	Cooking, using combustible or flammable cooking fuels	\$50.00, plus \$15.00 per tent over one	\$50.00, plus \$15.00 per tent over one
	Carnivals	\$150.00	\$150.00
	Firework Displays	\$150.00	\$150.00
Hazardous Uses/Operations - Annual Permit	Combustible Dust-producing Operations	\$100.00	\$100.00
	Compressed and Liquified Gases - Storage, Dispensing, or Use	\$75.00	\$75.00
	Explosive Materials	\$100.00	\$100.00
	Flammable/Combustible Liquids	\$100.00	\$100.00
	Bowling Establishments	\$75.00	\$75.00
	Lumber Yards	\$100.00	\$100.00
	Woodworking Operations	\$75.00	\$75.00
	Fireworks - Sales/Storage	\$100.00	\$100.00
	Waste Material Handling or Incinerator Operations	\$75.00	\$75.00
	Repair Garages	\$75.00	\$75.00
	Fumigations	\$75.00/House, Building, or Structure	\$75.00/House, Building, or Structure
Dry Cleaning Establishments/Operations	\$75.00	\$75.00	



**City of New Port Richey  
Comprehensive Fee Schedule**

**FIRE DEPARTMENT FEES, Cont.**

	<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>	
Hazardous Uses/Operations - Annual Permit, Cont.	Toxic Substance/Pesticide Use/Storage/Operations	\$75.00	\$75.00
	Dipping Operations using Flammable Finishes	\$75.00	\$75.00
	Combustible Fibers and Materials	\$75.00	\$75.00
	Storage/Use/Operations		
	Gasoline Stations/Dispensing Automobile	\$75.00	\$75.00
	Wrecking/Junkyard	\$75.00	\$75.00
	Flammable Finishing or Spraying Operations and Storage	\$75.00	\$75.00
	Fiberglass	\$75.00	\$75.00
	Use/Storage/Manufacturing Pyroxylin Plastics -	\$75.00	\$75.00
	Storage/Use		
Welding, Cutting, or Hot Work	\$75.00	\$75.00	
Other Plan Review	Temporary Construction		\$75.00
	Construction Miscellaneous		\$75.00
	Underground fire main / lines		\$75.00
	Fire pumps (includes test / inspection)		\$250.00
	Review of Emergency / Disaster Plans		\$150.00

**Current Fee**

Fire & Safety Inspections	Original Inspection	No Charge
	1st Re-inspection	No Charge
	2nd Re-inspection	\$50.00
	3rd Re-inspection	\$75.00
	4th Re-inspection	\$150.00

**Proposed Fee for FY2024**

**FIRE SAFETY INSPECTIONS (Existing Commercial Occupancies)**

Annual / Periodic Inspection (Based on occupancy Square Footage)		
	0-15000 Sq Ft	\$100.00
	15001-25000 Sq Ft	\$125.00
	25001-35000 Sq Ft	\$150.00
	35001-45000 Sq Ft	\$175.00
	45001-55000 Sq Ft	\$200.00
	55001-65000 Sq Ft	\$225.00

**City of New Port Richey  
Comprehensive Fee Schedule**

**FIRE DEPARTMENT FEES, Cont.**

	<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>
<b>FIRE SAFETY INSPECTIONS (Existing Commercial Occupancies) Cont.</b>		
	65001-75000 Sq Ft	\$250.00
	75001-85000 Sq Ft	\$275.00
	85001-95000 Sq Ft	\$300.00
	>95000 Sq Ft (\$300 Base Plus \$15 per 5000 Sq Ft)	\$15/5000 Sq Ft
Re-Inspections:		
	Initial Re-inspection	\$0.00
	2nd Re-inspection	\$75.00
	3rd Re-inspection	\$90.00
	4th Re-inspection	\$200.00
<b>CONSTRUCTION INSPECTIONS (New Businesses)</b>		
	Certificate of Occupancy	\$50.00
	Certificate of Completion (renovations, additions)	\$50.00
	Change of Occupancy	\$50.00
	Red tag (failed inspection)	\$50.00
Temporary Construction	Field inspection (per temp. structure >120 ft <sup>2</sup> )	\$25.00
Construction Miscellaneous	Certificate of completion / Final Inspection	\$50.00
Performance Acceptance Test	Fire alarm and / or detection system acceptance test	\$50.00 each
	2-hour hydrostatic test (fire line, sprinkler, standpipe)	\$50.00 each
	Pre-engineered fire suppression fixed systems acceptance	\$50.00 each
	Elevator - Firefighter recall system test	\$50.00 each
Licensed Facilities	ALFs	\$50.00 / floor + \$0.002 ft <sup>2</sup>
	Nursing Homes	\$50.00 / floor + \$0.002 ft <sup>2</sup>
	Hospitals	\$50.00 / floor + \$0.002 ft <sup>2</sup>
	Group Homes	\$50.00 / floor + \$0.002 ft <sup>2</sup>
	Foster Care	\$50.00 / floor + \$0.002 ft <sup>2</sup>
	Day Care	\$50.00 / floor + \$0.002 ft <sup>2</sup>
	Private Schools	\$50.00 / floor + \$0.002 ft <sup>2</sup>
Other Requests for Inspection:	\$50.00	\$50.00
Per structure, building, site, H.R.S., etc (rezoning, occupancy changes, anticipated purchase of property, etc.)		
Re-inspection Fee:	\$40.00	\$50.00
Construction, remodeling, etc. (due to failure to comply with prescribed requirements, deficiencies exist, not ready for inspection, etc.)		
Request for Waiver of Flow Tests:	\$150.00	\$150.00
Per request; City to provide one truck company, two firefighters, and public works employees to assist requesting agency		

**City of New Port Richey  
Comprehensive Fee Schedule**

**FIRE DEPARTMENT FEES, Cont.**

**Current Fee**

Ladder Truck	\$30.00/hr	\$50.00/hr
Fire Truck	\$25.00/hr	\$45.00/hr
Command/Staff SUV Vehicle	\$20.0/hr	\$20.00/hr
Command/Staff Pick-Up Vehicle	\$20.00/hr	\$20.00/hr
Command/Staff Vehicle	\$20.00/hr	\$20.00/hr
ATV/Utility Vehicle/Golf Cart	\$5.00/hr	\$5.00/hr
Staffing - Firefighter/EMT/ Paramedic/Inspector/ Officer	\$40.00/hr	\$40.00/hr

Manpower/Staffing and vehicles are at a blended rate, approved by resolution of the City Council in 2021  
Expendable materials - actual replacement cost, plus 10% administrative processing fee

**Proposed Fee for FY2024**

**COMMUNITY RISK REDUCTION**

Fire and Life Safety Inspector	\$50.00/hr
Fire Watch	\$50.00/hr
Crowd Manager	\$50.00/hr

False Fire Alarms:

1 - 3 responses within a 6 month period	No Charge	No Charge
4 responses within a 6 month period	\$75.00/response	\$150.00/response
5 responses within a 6 month period	\$100.00/response	\$250.00/response
6 responses within a 6 month period	\$250.00/response	\$350.00/response

Incident Investigation Fees:	\$75.00/hr	\$100.00/hr
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Investigation resulting from violation of codes, negligence, and arson  
Manpower/Staffing and vehicles are at a blended rate, approved by resolution of the City Council in 2021  
Expendable materials - actual replacement cost, plus 10% administrative processing fee

**POLICE DEPARTMENT FEES**

	Current Fee	Proposed Fee for FY2024
Magistrate Fee		\$200.00
Court Costs		\$100.00
Fingerprinting	per card	\$10.00
Incident Report	per page	\$0.15
Vehicle Crash Report	Insurance Companies and Law Firms - per page	\$0.15
	Involved Parties - per page (1st 60 days)	Free

**City of New Port Richey  
Comprehensive Fee Schedule**

**POLICE DEPARTMENT FEES, Cont.**

		<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>
"Fix It" Tickets - Affidavit of Compliance showing Violator corrected Vehicle Defect		\$4.00	\$4.00
Vehicle Impound	Administration Fee	\$40.00	\$40.00
	Storage Fee	\$20.00/Day	\$20.00/Day
	Certified Mailing	\$5.60	\$5.60
Digital Evidence (USB)	per USB	\$10.00	\$10.00
	per DVD	\$5.00	\$5.00
Off Duty Services	Administration Fee	\$5.00/hour	\$5.00/hour
	Service	\$35.00/hour	\$45.00/Hour

**OTHER FEES**

		<b>Current Fee</b>	<b>Proposed Fee for FY2024</b>
Business Tax Receipts:		City Ordinance No. 1861	City Ordinance No. 1861
<p>Unless otherwise expressly exempted by law, all persons carrying on, engaged in or managing any <i>business</i>, profession or occupation within the corporate limits of the City are required to apply for and receive a business tax receipt. Fees for business tax receipts are outlined in Ordinance No. 1861.</p>			
Residential Rental Permit:		\$50.00	\$70.00
<p>A residential rental permit shall be required each year for each and every residential rental property located within the City. Permits shall be issued for periods of one (1) calendar year and shall be effective January 1 of each year and shall expire December 31 of each year (City Ordinance No. 1843).</p>			



# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

**TO:** City of New Port Richey City Council

**FROM:** Crystal M. Dunn, Finance Director

**DATE:** 9/3/2024

**RE:** Resolution No. 2024-18: Annual Approval of the Comprehensive Fee Schedule

**REQUEST:**

Staff requests that the City Council review and approve the amended Comprehensive Fee Schedule for FY2024-2025.

**DISCUSSION:**

As part of an annual review, City Staff reviewed the existing schedule of fees and are proposing the following changes for FY2024-2025:

- Administrative Fees - changes to Municipal Title Search fees and Over -the-Counter Credit Card usage fees.
- Addition of EV Charging Station usage fees
- Recreation & Aquatics - certain fees increased for different services provided.
- Development Services- fee increases related to advertising costs.
- Building Permits - revised descriptions with fee adjustments, and adjustments to Certificate of Occupancy fees.
- Fire - various fee adjustments based on needs of the community and staffing requirements.

**RECOMMENDATION:**

It is recommended that the City Council adopt Resolution No. 2024-18, which approves the Comprehensive Fee Schedule for FY2025 as submitted.

**BUDGET/FISCAL IMPACT:**

The amounts approved will be incorporated in the FY2024-2025 Operating Budget and will be utilized throughout the upcoming fiscal year.

**ATTACHMENTS:**

Description	Type
☐ Resolution No. 2024-18: Annual Approval of the Comprehensive Fee Schedule	Backup Material

**RESOLUTION 2024-18**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEW PORT RICHEY, FLORIDA,  
PROVIDING A COMPREHENSIVE TABLE OF FEES FOR FISCAL YEAR 2024-2025, MODIFYING  
CERTAIN FEES; PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City of New Port Richey has adopted by Ordinance No 2015-2051 providing for certain fees to be adopted by Resolution, upon an annual process to review and update all fees of the City to be in effect on the first day of each ensuing fiscal year; and

**WHEREAS**, the City Council has reviewed those fees which qualify to be set by Resolution and determined that some adjustments to the comprehensive fee schedule are merited; and

**WHEREAS**, the City Council of the City of New Port Richey deems it in the best interest of the Citizens of the City to update and approve the Comprehensive Fee Schedule for certain administrative functions of the City to more equitably assess the cost of these services to parties directly benefiting from those services or functions offered and/or provided; and

**WHEREAS**, the Schedule of Fees are reasonably related to the actual costs of performing the related administrative functions as well as appropriate to enable the continued provision of the cultural programs, services and other activities incorporated into the schedule.

**NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of New Port Richey, Florida hereby adopts the Comprehensive Table of Fees as set forth in EXHIBIT A of this Resolution with an effective date of October 1, 2024.**

**RESOLVED THIS 3<sup>rd</sup> DAY OF SEPTEMBER, 2024**

(ATTEST)

CITY OF NEW PORT RICHEY

\_\_\_\_\_  
Judy Meyers, MMC  
City Clerk

\_\_\_\_\_  
Alfred C. Davis  
Mayor-Councilman

(SEAL)

Approved as to legal form and content:

\_\_\_\_\_  
Timothy P. Driscoll, Esq.  
City Attorney

**City of New Port Richey**  
**FY 2025 Proposed Comprehensive Fee Schedule**

**ADMINISTRATIVE FEES**

Fee Type	Description	Current Fee	Proposed Fee for FY2025
Municipal Title Search	Per Property	\$55.00	\$60.00
Credit Card Usage Fee	Online Payments	2.95% Per transaction; \$2.00 minimum per transaction	2.95% Per transaction; \$2.00 minimum per transaction
	Over the Counter Payments	2.95% Per transaction; \$2.00 minimum per transaction	3.95% Per transaction; \$2.50 minimum per transaction
Returned Check Fee	Checks up to \$50.00	\$25.00	\$25.00
	Checks \$50.01 - \$300.00	\$30.00	\$30.00
	Checks \$300.01 and above	\$40.00 or 5% of amount	\$40.00 or 5% of amount
Handbill Licenses Fee	One Week	\$30.00	\$30.00
	Three Months	\$60.00	\$60.00
	One Year	\$120.00	\$120.00
Political Campaign Signs	Per Election Cycle	\$60.00	\$60.00
Copy Fee			Per F.S. 119.07
Notary Fee	Per Transaction	\$10.00	\$10.00

**SPECIAL ASSESSMENTS**

Fee Type	Description	Current Fee	Proposed Fee for FY2025
Special Waste Hauling Permit	Annually	\$500.00	\$500.00
Stormwater Assessment	Annually; Per Equivalent Residential Unit (ERU)	\$80.00	\$80.00
Street Lighting Assessment	Annually; Per Equivalent Residential Unit (ERU)	\$38.71	\$38.71
Paving Assessment	Annually	Varies per Property Classification	Varies per Property Classification
Solid Waste Assessment	Annually	Varies per Property Classification	Varies per Property Classification
Foreclosure (Vacant Property) Registration	Per Property	\$200.00	\$200.00

**EV CHARGING STATIONS**

User Fees	Per kWh electricity fee	\$0.00	\$1.00/kWh
Idling Fees	After first 30 minute grace period	\$0.00	\$5.00
	Each additional hour afterwards	\$0.00	\$10.00

\*subject to change by Duke Energy

**City of New Port Richey**  
**FY 2025 Proposed Comprehensive Fee Schedule**

**SOLID WASTE COLLECTION FEES**

**RESIDENTIAL COLLECTIONS**

Frequency	Quarterly Fee
2/wk	\$ 59.28

**RESIDENTIAL ANCILLARY SERVICES**

Special Pick-Up Large Item (per item)	\$ 33.45
Special Pick-Up Large Furniture (per item)	\$ 27.88
Special Pick-Up Tires (per tire)	\$ 27.88
Special Pick-Up Extra Debris (per cubic yard)	\$ 27.88
96-gallon Trash Cart Purchase	\$ 83.63
64-gallon Recycling Cart Purchase	\$ 78.05
Cart Monthly Rental (96-gallon & 64-gallon)	\$ 5.58

**RESIDENTIAL SERVICE INTERRUPTIONS**

Service Interruption	\$ 25.00
Resume Service	\$ 25.00

**COMMERCIAL COLLECTIONS**

**NON-RESIDENTIAL CURBSIDE**

Frequency	Monthly Fee	Extra Pick-Up Fee (per occurrence)
1/wk	\$ 26.36	\$ 16.73
2/wk	\$ 43.08	\$ 16.73
3/wk	\$ 65.70	\$ 16.73
4/wk	\$ 89.09	\$ 16.73

**DUMPSTER SERVICE**

Dumpster Size	Monthly Collection Fee by Frequency						Second Container Delivery/Removal Fee (Extra Lift Fee will also)	Extra Pick-Up Lift Fee (per)
	1/wk	2/wk	3/wk	4/wk	5/wk	6/wk		
2 yards	\$ 43.45	\$ 86.90	\$ 128.12	\$ 151.51	\$ 173.46	\$ 218.56	\$ 167.25	\$ 26.69
4 yards	\$ 79.18	\$ 158.35	\$ 237.52	\$ 316.69	\$ 331.66	\$ 371.46	\$ 167.25	\$ 53.39
6 yards	\$ 103.27	\$ 206.54	\$ 309.81	\$ 413.07	\$ 435.85	\$ 479.44	\$ 167.25	\$ 80.08
8 yards	\$ 119.73	\$ 239.47	\$ 359.20	\$ 478.94	\$ 523.25	\$ 627.89	\$ 167.25	\$ 106.77

**COMMERCIAL ANCILLARY CHARGES**

Overload Containers	\$11.15 per yard
Gate Service	\$22.30 per month
Locks/Lock bars	\$27.88 per month
Roll out service	\$27.88 per month
Container switch out	One free per year; \$111.50 for each additional switch.

**PERMANENT ROLL-OFF OR COMPACTOR SERVICE**

Delivery Fee	\$ 223.00
Haul Rate - Open top roll off container	\$ 373.53 plus disposal fees
Haul Rate - Compactors	\$ 429.28 plus disposal fees



**City of New Port Richey**  
**FY 2025 Proposed Comprehensive Fee Schedule**

<b>LIBRARY FEES</b>			
<b>Fee Type</b>	<b>Description</b>	<b>Current Fee</b>	<b>Proposed Fee for FY2025</b>
Library Card	Resident	\$0.00	\$0.00
	Non-Resident	\$25.00	\$25.00
	Non-Resident - 6 months	\$12.50	\$12.50
	Replacement Card	\$0.00	\$0.00
Computer Use	Guest Pass	No charge	No charge
	Additional Hr. (if available)	No charge	No charge
Computer/Copier Prints	Black & White per page	\$0.15	\$0.15
	Color per page	\$0.25	\$0.25
Proctoring Exams	Online per occurrence	\$10.00	\$10.00
	Paper per occurrence	\$15.00	\$15.00
Fax Service - Send or Receive (Self Service)	First Page per page	\$1.00	\$1.00
	Each Additional per page	\$1.00	\$1.00
Bookstore	Data Storage Devices per item	\$5.00-\$10.00	\$5.00-\$10.00
	Books, Magazines, Discs Blue-Rays, CDs, DVDs per item	Varies	Varies
Bus Passes	31 Day Ride	\$37.50	\$37.50
	31 Day Reduced Ride	\$18.75	\$18.75
	20 Day Regular Ride	\$25.00	\$25.00
	20 Day Reduced Ride	\$12.50	\$12.50
	Summer Haul Pass	\$20.00	\$20.00
Passport	Photo Processing Fee	\$10.00	\$10.00
	Book Processing Fee	\$35.00	\$35.00
Library Fines/Late Charges	Books and DVDs	\$0.00	\$0.00
	Mobile Hotspot, Games, Launchpads, Tools, and Artwork /day/item	\$1.00	\$1.00
	Children's & YA Materials (not including AV or special collections)	No charge	No charge
	Adult Materials (not including AV or special collections)	No charge	No charge
	Interlibrary Loan Materials /day/item	\$1.00	\$1.00
	Maximum Total Fine /item	\$5.00	\$5.00
	Replacement of Materials Lost or Unreparable	Cost	Cost
Lost/Damage Material Charges	Case Replacement & Processing (DVDs, Blue-Rays, CDs discs)	Cost	Cost
	Chromebooks and Launchpads Non-print Media Returned in Outside Book Drop per item	\$5.00	\$5.00
	Collection Agency Charge per account	\$10.00	\$10.00
Meeting Room Charges	Not For Profit Organizations - During Normal Library Hours, per hour	\$0.00	\$0.00
	For Profit Organizations - During Normal Library Hrs. per hour	\$50.00	\$50.00
	Cleaning Charge per occurrence	\$25.00	\$25.00
	Room Set-up & Tear-down per occurrence	\$25.00	\$25.00
	No Show Charge (if not cancelled 5 days in advance) per occurrence	\$25.00	\$25.00
Notary Fee	Per Transaction	\$10.00	\$10.00

**City of New Port Richey**  
**FY 2025 Proposed Comprehensive Fee Schedule**

**SPECIAL EVENTS**

Major Events are defined as events that could include one or more of the following: events that last more than 72 hours, have an anticipated attendance of more than 1,000, or will significantly impact public streets, rights of way with road closures and the need for additional City Services from the Police Department and Fire Department.

<b>Fee Type</b>	<b>Description</b>	<b>Current Fee</b>	<b>Proposed Fee for FY2025</b>
Application Fee	per event	\$0.00	\$0.00
Small Events		\$150.00	\$150.00
Major Events		\$500.00	\$500.00
Railroad Square	Additional as required based on nature of event	\$200.00	\$200.00
Cavalier Square		\$75.00	\$75.00
Alcoholic Beverage	per event	\$350.00	\$350.00
Amphitheatre	City Resident or Business per event	\$350.00	\$350.00
	Non-city Resident or Business per event	\$650.00	\$650.00
Staffing/Materials	Per event	Per Agreement	Per Agreement

**City of New Port Richey**  
**FY 2025 Proposed Comprehensive Fee Schedule**

<b>RECREATION &amp; AQUATICS</b>			
Fee Type	Description	Current Fee	Proposed Fee for FY2025
<b>Membership Fees:</b>			
<i>Daily Entry Fee (inc. Sales Tax)</i>			
Youth	Resident Fee	\$3.50	\$3.50
	Non-Resident Fee	\$4.50	\$4.50
Seniors	Resident Fee	\$3.75	\$3.75
	Non-Resident Fee	\$6.00	\$6.00
Adult	Resident Fee	\$4.00	\$4.00
	Non-Resident Fee	\$6.50	\$6.50
<i>One Month Rate (inc. Sales Tax):</i>			
Youth	Resident Fee	\$16.00	\$16.00
	Non-Resident Fee	\$20.00	\$20.00
Seniors	Resident Fee	\$20.00	\$20.00
	Non-Resident Fee	\$25.00	\$25.00
Adult	Resident Fee	\$28.00	\$28.00
	Non-Resident Fee	\$36.00	\$36.00
Household	Resident Fee	\$50.00	\$50.00
	Non-Resident Fee	\$70.00	\$70.00
<i>Annual Rate (inc. Sales Tax):</i>			
Youth	Resident Fee	\$135.00	\$135.00
	Non-Resident Fee	\$168.00	\$168.00
Seniors	Resident Fee	\$168.00	\$168.00
	Non-Resident Fee	\$210.00	\$210.00
Adult	Resident Fee	\$210.00	\$210.00
	Non-Resident Fee	\$268.00	\$268.00
Household	Resident Fee	\$410.00	\$410.00
	Non-Resident Fee	\$520.00	\$520.00
Summer Day Camp Program	Resident , per week	\$90.00	\$90.00
	Non-Resident, per week	\$105.00	\$105.00
Lifeguard Training	Resident & Non-Resident, per certification	\$175.00	\$175.00
Chaperoned Youth Swim Group	Resident & Non-Resident, per day	\$4.00 /Person	\$4.00 /Person
<i>Queen of Peace Hall Reservation:</i>			
Half Day	Resident	\$200.00 + Tax	\$200.00 + Tax
	Non-Resident	\$300.00 + Tax	\$300.00 + Tax
Full Day	Resident	\$350.00 + Tax	\$350.00 + Tax
	Non-Resident	\$550.00 + Tax	\$550.00 + Tax
	After Dark Add'l Charge	\$50.00	\$50.00
	Damage Deposit	\$200.00	\$200.00
	Mandatory Cleaning Fee	\$75.00	\$75.00
Railroad Square	City Business / Resident	\$500.00	\$500.00
	Non-City Business / Non Resident	\$500.00	\$750.00
Park Shelter Reservation	Resident , per day	\$35.00 + Tax	\$35.00 + Tax
	Non-Resident, per day	\$70.00 + Tax	\$70.00 + Tax
Aquatics Shade Canopy Rental	Resident , per day	\$160.00	\$160.00
	Non-Resident, per day	\$200.00	\$200.00
Gymnasium Rental	Resident /Hr./Gym (2 Hr. Min.)	\$50.00	\$50.00
	Non-Resident /Hr./Gym (2 Hr. Min.)	\$75.00	\$75.00
	Damage Deposit/Cleaning	\$100.00	\$100.00
Swimming Pool Rental (2 Hr. Min)	Resident - 1st Pool	\$100.00/Hr.	\$100.00/Hr.
	Resident - Add'l Pool	\$25.00/Hr.	\$50.00/Hr.
	Non-Resident - 1st Pool	\$150.00/Hr.	\$150.00/Hr.
	Non-Resident - Add'l Pool	\$50.00/Hr.	\$75.00/Hr.

**City of New Port Richey**  
**FY 2025 Proposed Comprehensive Fee Schedule**

<b>RECREATION &amp; AQUATICS</b>			
<b>Fee Type</b>	<b>Description</b>	<b>Current Fee</b>	<b>Proposed Fee for FY2025</b>
Swimming Pool Rental (2 Hr. Min) cont.	Swim Team ( 6 Lanes)	\$25.00/Hr.	\$30.00/Hr.
	Swim Team - Shared (4 Lanes or less)	\$15.00/Hr.	\$20.00/Hr.
	Swim Meet	\$75.00/Hr.	\$75.00/Hr.
	Pro Shop (Goggles, towels, etc) per item	\$5.00-\$20.00	\$5.00-\$20.00
Activity/Meeting Room Rental - Oak Room (Non-Pool Room)	Resident an hour	\$30.00	\$30.00
	Non-Resident an hour	\$45.00	\$45.00
	Damage Deposit/Cleaning	\$100.00	\$100.00
Activity/Meeting Room Rental - Oak Room (Pool Room Rental with 30 Pool Passes)	Resident an hour	\$200.00	\$200.00
	Non-Resident an hour	\$270.00	\$270.00
	Damage Deposit/Cleaning	\$100.00	\$100.00
Activity/Meeting Room Rental - Palm Room	Resident an hour	\$40.00	\$45.00
	Non-Resident an hour	\$55.00	\$60.00
	Damage Deposit/Cleaning	\$100.00	\$100.00
Kitchen Fee	Per Hour an hour	\$40.00	\$50.00
Staffing/Materials	Per event	Per Agreement	Per Agreement
Special Event Permit Fees	Parade with Road Closure	\$238.00	\$238.00
	Road Closure / No Parade any area	\$138.00	\$138.00
	Food Trailer Vendor Fee	\$75.00	\$75.00
Park Vending	One Day Vending Permit Category I & II /Site or Category	\$25.00	\$25.00
	One Month Vending Permit Category I & II /Site or Category	\$150.00	\$150.00
	One Month Vending Permit Category III	\$250.00 /Site	\$250.00 /Site
	Sexual Predator Background Check	Actual Cost /Person	Actual Cost /Person

Category I: Food

Category II: Non-motorized Equipment Rentals, such as kayaks, canoes, paddleboards, and bikes

Category III: Motorized Equipment, such as boat rides, etc.

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For special programs, lessons, and certain events, additional charges may be set in a manner that allows the Recreation & Aquatics Department to recuperate costs of contracted services and other direct costs associated with providing the special program, lesson, or certain event.

**City of New Port Richey**  
**FY 2025 Proposed Comprehensive Fee Schedule**

<b>DEVELOPMENT SERVICES FEES</b>			
<b>Fee Type</b>	<b>Description</b>	<b>Current Fee</b>	<b>Proposed Fee for FY2025</b>
Annexation	Per Occurrence	\$900.00	\$1,500.00 *
Annexation (Pre) Agreement	Per Occurrence	\$400.00	\$400.00
Administrative Decision Appeal (Official)	Per Occurrence	\$500.00	\$500.00
Administrative Decision Appeal (DRC)	Per Occurrence	\$250.00	\$250.00
Adult Use Verification	Per Occurrence	\$350.00	\$350.00
Appeal of LDRB/HPB Decision	Per Occurrence	\$500.00	\$500.00
Certified Parcel (less than 3 lots)	Per Occurrence	\$500.00	\$500.00
Certificate of Appropriateness	Per Occurrence	\$500.00	\$500.00
Certificate of Concurrency	Per Occurrence	\$500.00	\$500.00
Community Development District (CDD) Petition Review	Per Occurrence	\$7,500.00	\$7,500.00
Code Amendment	Per Occurrence	\$1,000.00	\$2,500.00 *
Comprehensive Plan Text Amendment	Per Element	\$1,000.00	\$1,000.00
Concept Plan Application	Per Occurrence	\$250.00	\$250.00
Conditional Use (Base Fee)	Per Occurrence	\$750.00	\$1,750.00 *
Conditional Use Modifications	Per Occurrence	\$250.00	\$250.00
Copy Fee (Black 8.5" x 11") per page	After First 5 Pages	\$0.15	\$0.15
Copy Fee (Color 8.5" x 11") per page	After First 3 Pages	\$0.25	\$0.25
Copy Fee (Black 8.5" x 14") per page	After First 4 Pages	\$0.20	\$0.20
Copy Fee (Color 8.5" x 14") per page	After First 3 Pages	\$0.30	\$0.30
Copy Fee (Black 11" x 17") per page	Per Page	\$0.75	\$0.75
Copy Fee (Color 11" x 17") per page	Per Page	\$1.50	\$1.50
Copy Fee (Black 24" x 36") per page	Per Page	\$3.00	\$3.00
Development Agreement	Per Occurrence	\$0.00	\$0.00
Development Agreement/ Amendment	Per Occurrence	\$2,500.00	\$2,500.00
Development Agreement Extension	Per Occurrence	\$750.00	\$750.00
Dog Outdoor Dining Area	Per Occurrence	\$75.00	\$75.00
Dog Outdoor Dining Area Renewal	Per Occurrence	\$25.00	\$25.00
Easement Vacation - Residential	Per Occurrence	\$350.00	\$350.00
Easement Vacation - Commercial	Per Occurrence	\$400.00	\$400.00
Landscape Plan Application	Per Occurrence	\$250.00	\$250.00
Landscape Plan (Revision)	Per Occurrence	\$175.00	\$175.00
Land Use Amendment (LUA) - Small Scale (Base Fee)	Per Occurrence	\$1,500.00	\$2,500.00 *
LUA - Large Scale (Base Fee)	Per Occurrence	\$2,000.00	\$3,000.00 *
LUA - Small & Large Scale (Variable Fee)	Per Acre or Partial Acre	\$20.00	\$20.00
Local Historic Landmark Designation	Per Occurrence	\$500.00	\$500.00
Mobile Vending Registration Application	Per Occurrence	\$100.00	\$100.00
Mobile Vending Renewal Application	Per Occurrence	\$50.00	\$50.00
Mural Application	Per Occurrence	\$100.00	\$100.00
Nonconformity Determination	Per Occurrence	\$150.00	\$150.00
Off-street Parking Plan Application	Per Occurrence	\$300.00	\$300.00
Off-street Parking Plan (Revision Fee)	Per Occurrence	\$175.00	\$175.00
Parklet Registration Application	Per Initial Registration	\$150.00	\$150.00

\* Applicant is responsible for engineering and surveying costs.

**City of New Port Richey**  
**FY 2025 Proposed Comprehensive Fee Schedule**

<b>DEVELOPMENT SERVICES FEES</b>				
<b>Fee Type</b>	<b>Description</b>	<b>Current Fee</b>	<b>Proposed Fee for FY2025</b>	
Parklet Renewal Application	Per Annual Renewal	\$75.00	\$75.00	
Plat/Replat - Preliminary (Base Fee)	Per Occurrence	\$750.00	\$750.00	
Plat/Replat - Prelim. & Final (Variable Fee)	Per Lot & Tract	\$15.00	\$15.00	
Plat/Replat - Preliminary (Survey Review)	Per Occurrence	\$500.00	\$500.00	
Plat/Replat - Preliminary (Revision Fee)	Per Occurrence	\$500.00	\$500.00	
Plat/Replat - Final (Base Fee)	Per Occurrence	\$1,000.00	\$1,000.00	
Plat/Replat - Final (Revision Fee)	Per Occurrence	\$500.00	\$500.00	
Public Hearing Notice Letter	Per Letter	\$0.00	\$1.00	
Rezoning (Base Fee)	Per Occurrence	\$850.00	\$2,350.00	*
Rezoning - Overlay District (Base Fee)	Per Occurrence	\$1,250.00	\$0.00	
Rezoning - PDD (Base Fee)	Per Occurrence	\$2,500.00	\$4,000.00	*
Rezoning - PDD (Amendment)	Per Occurrence	\$500.00	\$1,500.00	*
Sidewalk Café	Per Occurrence	\$50.00	\$50.00	
Site Plan Application - Preliminary - Major Residential (Base Fee)	Per Occurrence	\$750.00	\$1,250.00	*
Site Plan Application - Preliminary - Major Residential (Revision Fee)	Per Occurrence	\$600.00	\$0.00	
Site Plan Application - Final - Major Residential (Base Fee)	Per Occurrence	\$600.00	\$0.00	
Site Plan Application - Final - Major Residential (Revision Fee)	Per Occurrence	\$400.00	\$0.00	
Site Plan Application - Preliminary - Minor Residential (4 du<) (Base Fee)	Per Occurrence	\$200.00	\$500.00	*
Site Plan Application - Preliminary - Minor Residential (4 du<) (Revision Fee)	Per Occurrence	\$100.00	\$0.00	
Site Plan Application - Preliminary Major Non-residential (Base Fee)	Per Occurrence	\$800.00	\$1,250.00	*
Site Plan Application - Preliminary Major Non-residential (Revision Fee)	Per Occurrence	\$1,000.00	\$0.00	
Site Plan Application - Preliminary - Minor Non-residential (5K SF <) (Base Fee)	Per Occurrence	\$500.00	\$1,000.00	*
Site Plan Application - Preliminary - Minor Non-residential (5K SF <) (Revision Fee)	Per Occurrence	\$250.00	\$0.00	
Civil (Site Plan) Application Fee- Residential & Non-residential	Per Occurrence	\$200.00	\$0.00	
Building Plan Application Fee- Residential & Non-residential	Per Occurrence	\$200.00	\$0.00	
Special Exception Use Application	Per Occurrence	\$750.00	\$1,250.00	*
Special Exception Extension	Per Occurrence	\$500.00	\$0.00	
State Beverage License Verification	Per Permanent Application	\$300.00	\$300.00	
State Beverage License Verification	Per 1/2/3 Day Event	\$50.00	\$50.00	
Street Addressing (Assessed at Time of Platting or Building Permit Application)	Per Address	\$50.00	\$0.00	
Street/Alley Naming (Assessed at Time of Platting or Building Permit Application)	Per Street/Alley	\$250.00	\$250.00	
Street Name/Alley Changes	Per Street/Alley	\$500.00	\$500.00	
Subdivision and Plat Review	Per Occurrence	\$500.00	\$0.00	
Temporary Extension of Premises	Per Occurrence	\$200.00	\$200.00	

\* Applicant is responsible for engineering and surveying costs.

**City of New Port Richey**  
**FY 2025 Proposed Comprehensive Fee Schedule**

<b>DEVELOPMENT SERVICES FEES</b>			
<b>Fee Type</b>	<b>Description</b>	<b>Current Fee</b>	<b>Proposed Fee for FY2025</b>
Unity of Title	Per Occurrence	\$250.00	\$250.00
Vacation - Residential Rental Registration	Per Occurrence	\$250.00	\$0.00
Vacation - Residential Rental Renewal	Per Year	\$100.00	\$100.00
Vacation - Commercial	Per Occurrence	\$1,000.00	\$0.00
Variance - Residential	Per Occurrence	\$500.00	\$500.00
Variance - Commercial	Per Occurrence	\$750.00	\$750.00
Variance - Sign Request	Per Occurrence	\$750.00	\$750.00
Wireless Facilities (Towers)	Per Occurrence	\$1,000.00	\$1,500.00
Zoning Verification Letter	Per Letter	\$125.00	\$125.00

**City of New Port Richey**  
**FY 2025 Proposed Comprehensive Fee Schedule**

<b>BUILDING PERMIT &amp; OTHER PERMIT FEES</b>		
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Fee Type	Description	Current Fee	Proposed Fee for FY2025
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State of Florida Building Surcharge		3% (min. of \$4.00)	3% (min. of \$4.00)
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A 3% fee is charged on all permits (i.e. building, plumbing, electrical, mechanical, roofing, fire systems, etc.). The minimum amount collected on any permit will be \$4.00, per F.S. 553 and F.S. 468.

**Current Fee**

Residential/Commercial - New Construction/Addition

**Renovation/Site:**

Permit fees for residential and commercial new construction, additions, or renovations are based on 1% of construction value, but not less than a \$200 minimum fee.

Value is based on contract price. The Building Official reserves the right to determine fees based on ICC valuation or other nationally recognized sources.

**Proposed Fee for FY2025**

Civil (Site) Plans - Residential / Commercial

Permit fees for residential and commercial new SITE construction, additions, or renovations are based on 1% of construction value, but not less than a \$200 minimum fee.

Value is based on contract price. The Building Official reserves the right to determine fees based on ICC valuation or other nationally recognized sources.

In addition, Consultant fees shall be paid by the applicant prior to issuance of permit.

Building (Architectural) Plans - Residential/Commercial

Permit fees for residential and commercial new BUILDING construction, additions, or renovations are based on 1% of construction value, but not less than a \$200 minimum fee.

Value is based on contract price. The Building Official reserves the right to determine fees based on ICC valuation or other nationally recognized sources.

In addition, Consultant fees shall be paid by the applicant prior to issuance of permit.

	Current Fee	Proposed Fee for FY2025
Zoning Review Fee	\$50.00	\$50.00
Special Flood Hazard Area Fee (SFHA)/ 100 Year Floodplain	\$50.00	\$50.00

All construction located in an SFHA requires additional review to ensure compliance with FEMA limitations for substantial improvements.

Zoning review fees may apply, if applicable.

<b>Miscellaneous Building Permit Fees:</b>	Residential Re-roof	\$150.00 minimum or 1%	\$150.00 minimum or 1%
	Commercial Re-roof	based on value; minimum of \$250.00 or 1%	based on value; minimum of \$250.00 or 1%
	Residential Demolition	\$200.00 flat	\$200.00 flat
	Commercial Demolition	\$250 minimum or 1%	\$250 minimum or 1%
	Residential Fence	\$70.00	\$70.00
	Commercial Fence	based on value; minimum \$200.00 or 1%	based on value; minimum \$200.00 or 1%
	Driveways	\$150.00	\$150.00
	Accessory Structures	based on value; minimum \$200.00 or 1%	based on value; minimum \$200.00 or 1%
	Mobile Home Installation	\$500.00	\$500.00
	Garage Door	\$100.00	\$100.00
	Tents & Canopies	\$50.00 processing fee	\$50.00 processing fee
	Sinkhole & Foundation Stabilization	\$250.00 minimum or 1%	\$250.00 minimum or 1%
	Right-of-Way Use	\$150.00 flat	\$150.00 flat
<b>Tree Removal Permit:</b> May require relocation of trees, replanting of trees, and/or payment to Tree Fund.		\$50.00 (up to 5 trees); \$10.00/additional tree	\$50.00 (up to 5 trees); \$10.00/additional tree

	Residential - New/Alt/Tank Charge	\$250.00 minimum or 1%	\$250.00 minimum or 1%
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**City of New Port Richey**  
**FY 2025 Proposed Comprehensive Fee Schedule**

<b>BUILDING PERMIT &amp; OTHER PERMIT FEES</b>			
<b>Fee Type</b>	<b>Description</b>	<b>Current Fee</b>	<b>Proposed Fee for FY2025</b>
<b>LP/Natural Gas:</b>	Commercial - New/Alt/Tank Charge	based on value; \$300.00 minimum or 1%	based on value; \$300.00 minimum or 1%
<b>Swimming Pools:</b>	Above ground/spa	\$200.00	\$200.00
	Temporary Swimming Pool	\$100 flat	\$100 flat
	Residential Swimming Pool	\$250.00 minimum or 1%	\$250.00 minimum or 1%
	Commercial Swimming Pool	based on value; \$500.00 minimum or 1%	based on value; \$500.00 minimum or 1%
<b>Electric:</b>	Temporary Pole	\$50.00	\$50.00
	* Residential - New, Alterations, Repairs	\$150.00 minimum or 1%	\$150.00 minimum or 1%
	* Commercial - New, Alterations, Repairs	\$250.00 minimum or 1%	\$250.00 minimum or 1%
<b>Plumbing:</b>	Residential - New, Repairs, Alterations, & Additions	\$150.00 minimum or 1%	\$150.00 minimum or 1%
	Commercial - New, Repairs, Alterations, & Additions	\$250.00 minimum or 1%	\$250.00 minimum or 1%
	Irrigation	\$150.00	\$150.00
<b>Mechanical:</b>	Residential - New, Repairs, Alterations, & Additions	\$200.00 minimum or 1%	\$200.00 minimum or 1%
	Commercial - New, Repairs, Alterations, & Additions	\$250.00 minimum or 1%	\$250.00 minimum or 1%
	Residential - Equal Changeout	\$150.00	\$150.00
	Commercial - Equal Changeout	based on value; \$200.00 minimum or 1%	based on value; \$200.00 minimum or 1%
	Residential - Changeouts with Duct work	based on value; \$200.00 minimum or 1%	based on value; \$200.00 minimum or 1%
	Commercial - Changeouts with Duct work	based on value; \$250.00 minimum or 1%	based on value; \$250.00 minimum or 1%
	Kitchen Hoods	based on value; \$200.00 minimum or 1%	based on value; \$200.00 minimum or 1%

\* In the case of multiple units, multiple meter panel box change outs the following reduction in the fee schedule shall apply:

<b>Units</b>	<b>Percentage</b>
2 to 6	10%
7 to 25	20%
26 to 50	30%
51 plus	40%

**Fire Permit Fees:**

Fire permit fees are assessed by the Fire Department. All fire permits will be charged a \$150.00 fee for processing, in addition to fees assessed by the Fire Department.

**City of New Port Richey**  
**FY 2025 Proposed Comprehensive Fee Schedule**

<b>BUILDING PERMIT &amp; OTHER PERMIT FEES</b>			
<b>Fee Type</b>	<b>Description</b>	<b>Current Fee</b>	<b>Proposed Fee for FY2025</b>
<b>Administrative Fees:</b>			
	Each Resubmittal after two submittals	\$200.00	\$200.00
	1st Re-inspection Fee	\$75.00	\$75.00
	2nd Re-inspection Fee for Previous Note	\$150.00	\$150.00
	3rd Re-inspection Fee for Previous Note	\$200.00	\$200.00
	Permit Extension - 90 days (1st) (Upon BO Approval)	\$100.00	\$100.00
	Permit Extension - 2nd 90 days (Upon BO Approval)	\$200.00	\$200.00
	After the Fact Permits - 1st Offense	Double Permit Fee, plus \$100.00	Double Permit Fee, plus \$100.00
	After the Fact Permits - Subsequent Offense (within 6 months)	3x Permit Fee, plus \$250	3x Permit Fee, plus \$250
	Duplicate Certificate of Occupancy	\$10.00	\$10.00
	Duplicate Permit Card	\$5.00	\$5.00
	Field Inspection Fee - Owner Request w/o Permit) - for Building, Planning, & Fire	\$60.00/department requested	\$75.00/department requested
	Notary Service (Unrelated to Permits)	\$10.00	\$10.00
	Condemnation Fee	\$300.00	\$300.00
	Building Removed by the City	Cost of Removal, Clearing Fees, Administrative Fees, and Legal Fees	Cost of Removal, Clearing Fees, Administrative Fees, and Legal Fees
	Temporary Certificate of Occupancy (BO Approval)	\$100.00	\$150.00
	Renewal of Temporary Certificate of Occupancy, Valid for 90 days	\$175.00	\$250.00
	Permit Processing/Inspections - After Hours	\$200.00	\$200.00
	Code Interpretation (written by BO)	\$350.00	\$350.00
	Alternative Materials and Methods Request (written by BO)	\$350.00	\$350.00
	Residential Permit Revision	\$75.00/revision	\$200.00/revision
	Commercial Permit Revision	\$100.00/revision	\$200.00/revision
	Change or Add Sub-Contractor to Previously Issued Permit	\$20.00 per change or addition	\$20.00 per change or addition
	Change of Contractor to Issued Permit	\$50.00	\$75.00
	Expired Permit Reinstatement Fee, for Permits lacking FINAL INSPECTIONS only (with BO Approval)	\$50.00/trade	Current fee for each year delinquent
	Expired Permit Reinstatement Fee, for Permits lacking MULTIPLE INSPECTIONS only (with BO Approval)	\$50.00/trade, plus 1/2 (50%) of the original permit fee	Current fees for each year delinquent

**Impact Fees:**

Water and Sewer impact fees are set by Ordinance and are imposed on new construction, where utility services have not been previously established. Fees are calculated based on equivalent residential units (ERUs), as follows:

Water Service Development Fee \$1,158.00/ERU  
Sewer Service Development Fee \$2,262.00/ERU

Pasco County Public School Impact Fees are collected at the prevailing rate.

**Communications Facilities in Public Rights-of-Way**

**Annual permit fee, set by Ordinance No. 2017-2129:**

\$500/ linear mile, or portion thereof, or the maximum amount allowed under F.S. Section 337.401(6)(b), whichever is higher.

**Application Fee to Collocate Small Wireless Facilities on City Utility Poles:**

\$150/pole/year/Facility (also set by Ordinance No. 2017-2129)

**City of New Port Richey**  
**FY 2025 Proposed Comprehensive Fee Schedule**

<b>FIRE DEPARTMENT FEES</b>			
<b>Fee Type</b>	<b>Description</b>	<b>Current Fee</b>	<b>Proposed Fee for FY2025</b>
Commercial/Business/Public/Assembly/Mixed	Plan Reviews (Site or Bldg)	\$150.00/Review	\$200.00/Review
	Plan Reviews (3 or more)	\$100.00/Review	\$150.00/Review
Occupancy/Hotels/Motels/A.C.L.F./Day Care	Per 1,000 sq.ft. of floor area or fraction thereof	\$15.00	\$20.00
Commercial/Business/Public/Assembly/Mixed	Plan Reviews (Site or Bldg)	\$150.00/Review	\$150.00/Review
	Plan Reviews (2 or more)	\$100.00/Review	\$100.00/Review
Hospitals/Clinics/Surgical/Medical/Nursing	Plan Reviews (Site or Bldg)	\$200.00/Site or Building	\$200.00/Site or Building
	Plan Reviews (3 or more)	\$100.00/Review	\$500.00/Review
Homes/Hotels/Motels	Per 1,000 sq.ft. of floor area or fraction thereof	\$20.00	\$20.00
Hospitals/Clinics/Surgical/Medical/Nursing	Plan Reviews (Site or Bldg)	\$200.00/Site or Building	\$200.00/Site or Building
	Plan Reviews (2 or more)	\$100.00/Review	\$500.00/Review
Residential/Foster/Group Homes	Plan Reviews (Site or Bldg)	\$125.00/Site or Building	\$125.00/Site or Building
	Plan Reviews (3 or more)	\$75.00/Review	\$75.00/Review
	Dwelling/Living/Sleeping Unit	\$20.00/Unit	\$20.00/Unit
	Per 1,000 sq.ft. of floor area or fraction thereof	\$20.00	\$30.00
Residential/Foster/Group Homes	Plan Reviews (Site or Bldg)	\$125.00/Site or Building	\$125.00/Site or Building
	Plan Reviews (2 or more)	\$75.00/Review	\$75.00/Review
	Dwelling/Living/Sleeping Unit	\$20.00/Unit	\$20.00/Unit
Fire Sprinkler System/Standpipes/Fire Hood Suppression System	Plan Review	\$100.00/Review	\$150.00/Review
	Plan Reviews (3 or more)	\$75.00/Review	\$75.00/Review
	System, plus Fee for each Device or head	\$75.00	\$75.00
	Sprinkler Head System Device	\$1.50 each	\$1.50 each
	Range Exhaust Hood	\$75.00/Hood	\$75.00/Hood
	Range Hood Fire Suppression System	\$75.00	\$75.00
Fire Sprinkler System/Standpipes/Fire Hood Suppression System	Range Hood System, Head, or Device	\$1.50 each	\$1.50 each
	Plan Review	\$100.00/Review	\$150.00/Review
	Plan Reviews (2 or more)	\$75.00/Review	\$75.00/Review
	System, plus Fee for each Device or head	\$75.00	\$75.00
	Sprinkler Head System Device	\$1.50 each	\$1.50 each
	Range Exhaust Hood	\$75.00/Hood	\$75.00/Hood
Fire Alarm/Detection Systems-Monitored	Range Hood Fire Suppression System	\$75.00	\$75.00
	Range Hood System, Head, or Device	\$1.50 each	\$1.50 each
	Plan Review	\$100.00	\$150.00/Review
	Plan Reviews (2 or more)	\$75.00/Review	\$75.00/Review
	System (Alarm Detection Devices, Wiring, Warning Systems)	\$75.00/Review	\$75.00/Review
	System Device (Detectors, Pull Stations, Horns/Strobes, etc.)	\$1.00 each	\$1.00 each
Flammable/Combustible/Compressed Liquid/Gas Storage Systems	Plan Review	\$100.00	\$150.00/Review
	Plan Reviews (2 or more)	\$75.00/Review	\$75.00/Review
	System (Tanks, Piping, Dispensers, Anchors, Shutoffs, Wells, etc.)	\$60.00	\$60.00
	L.P. Supplier Tank Change Out	\$60.00	\$60.00
	1 Tank or Meter	\$60.00	\$60.00
	2 - 3 Tanks	\$125.00	\$125.00
	4 or More Tanks	\$225.00	\$225.00
	Compressed Gas Systems	\$125.00	\$125.00
Tank Removal - Underground	\$75.00	\$75.00	

**City of New Port Richey**  
**FY 2025 Proposed Comprehensive Fee Schedule**

<b>FIRE DEPARTMENT FEES</b>			
<b>Fee Type</b>	<b>Description</b>	<b>Current Fee</b>	<b>Proposed Fee for FY2025</b>
Special Event Permits	Tents- Larger than 10x10	\$40.00, plus \$10.00 per tent over one	\$40.00, plus \$10.00 per tent over one
	Cooking, using combustible or flammable cooking fuels	\$50.00, plus \$15.00 per tent over one	\$50.00, plus \$15.00 per tent over one
	Carnivals	\$150.00	\$150.00
	Firework Displays	\$150.00	\$200.00
Hazardous Uses/Operations - Annual Permit	Combustible Dust-producing Operations	\$100.00	\$100.00
	Compressed and Liquified Gases - Storage, Dispensing, or Use	\$75.00	\$75.00
	Explosive Materials	\$100.00	\$100.00
	Flammable/Combustible Liquids	\$100.00	\$100.00
	Bowling Establishments	\$75.00	\$75.00
	Lumber Yards	\$100.00	\$100.00
	Woodworking Operations	\$75.00	\$75.00
	Fireworks - Sales/Storage	\$100.00	\$100.00
	Waste Material Handling or Incinerator Operations	\$75.00	\$75.00
	Repair Garages	\$75.00	\$75.00
	Fumigations	\$75.00/House, Building, or Structure	\$75.00/House, Building, or Structure
	Dry Cleaning Establishments/Operations	\$75.00	\$75.00
	Toxic Substance/Pesticide Use/Storage/Operations	\$75.00	\$75.00
	Dipping Operations using Flammable Finishes	\$75.00	\$75.00
Hazardous Uses/Operations - Annual Permit, Cont.	Combustible Fibers and Materials Storage/Use/Operations	\$75.00	\$75.00
	Gasoline Stations/Dispensing	\$75.00	\$75.00
	Automobile Wrecking/Junkyard	\$75.00	\$75.00
	Flammable Finishing or Spraying Operations and Storage	\$75.00	\$75.00
	Fiberglass Use/Storage/Manufacturing	\$75.00	\$75.00
	Pyroxylin Plastics - Storage/Use	\$75.00	\$75.00
	Welding, Cutting, or Hot Work	\$75.00	\$75.00
Other Plan Review	Temporary Construction	\$75.00	\$75.00
	Construction Miscellaneous	\$75.00	\$75.00
	Revised site plans	\$75.00	\$75.00
	Revised construction plans	\$75.00	\$75.00
	Underground fire main / lines	\$75.00	\$75.00
	Fire pumps (includes test / inspection)	\$250.00	\$300.00
Fire & Safety Inspections	Emergency / Disaster Plan Review	\$150.00	\$100.00
	Original Inspection	No Charge	No Charge
	1st Re-inspection	No Charge	No Charge
	2nd Re-inspection	\$75.00	\$75.00
	3rd Re-inspection	\$90.00	\$90.00
	4th Re-inspection	\$200.00	\$200.00
	<b>FIRE SAFETY INSPECTIONS</b>		
	(Existing Commercial Occupancies) Annual / Periodic Inspection (Based on occupancy Square Footage)		
0-15000 Sq Ft	\$100.00	\$100.00	
15001-25000 Sq Ft	\$125.00	\$125.00	
25001-35000 Sq Ft	\$150.00	\$150.00	
35001-45000 Sq Ft	\$175.00	\$175.00	
45001-55000 Sq Ft	\$200.00	\$200.00	

**City of New Port Richey**  
**FY 2025 Proposed Comprehensive Fee Schedule**

<b>FIRE DEPARTMENT FEES</b>			
<b>Fee Type</b>	<b>Description</b>	<b>Current Fee</b>	<b>Proposed Fee for FY2025</b>
FIRE SAFETY INSPECTIONS (Existing Commercial Occupancies) Annual / Periodic Inspection (Based on occupancy Square Footage) Cont.	55001-65000 Sq Ft	\$225.00	\$225.00
	65001-75000 Sq Ft	\$250.00	\$250.00
	75001-85000 Sq Ft	\$275.00	\$275.00
	85001-95000 Sq Ft	\$300.00	\$300.00
	>95000 Sq Ft (\$300 Base Plus \$15 per 5000 Sq Ft)	\$15/5000 Sq Ft	\$15/5000 Sq Ft
Re-Inspections:	Initial Re-inspection	\$0.00	\$0.00
	2nd Re-inspection	\$75.00	\$75.00
	3rd Re-inspection	\$90.00	\$90.00
	4th Re-inspection	\$200.00	\$200.00
CONSTRUCTION INSPECTIONS (New Businesses)	Certificate of Occupancy	\$50.00	\$75.00
	Certificate of Completion (renovations, additions)	\$50.00	\$50.00
	Change of Occupancy	\$50.00	\$75.00
	Red tag (failed inspection)	\$50.00	\$50.00
Temporary Construction	Field inspection (per temp. structure>120 ft <sup>2</sup> )	\$25.00	\$25.00
Construction Miscellaneous	Certificate of completion / Final Inspection	\$50.00	\$50.00
Performance Acceptance Test	Fire alarm and / or detection system acceptance test	\$50.00 each	\$60.00 each
	2-hour hydrostatic test (fire line, sprinkler, standpipe)	\$50.00 each	\$60.00 each
Performance Acceptance Test	Pre-engineered fire suppression fixed systems acceptance test	\$50.00 each	\$60.00 each
	Elevator - Firefighter recall system test	\$50.00 each	\$60.00 each
Licensed Facilities	Nursing Homes	\$50.00 / floor + \$0.002 ft <sup>2</sup>	\$50.00 / floor + \$0.002 ft <sup>2</sup>
	Hospitals	\$50.00 / floor + \$0.002 ft <sup>2</sup>	\$50.00 / floor + \$0.002 ft <sup>2</sup>
	Group Homes	\$50.00 / floor + \$0.002 ft <sup>2</sup>	\$50.00 / floor + \$0.002 ft <sup>2</sup>
	Foster Care	\$50.00 / floor + \$0.002 ft <sup>2</sup>	\$50.00 / floor + \$0.002 ft <sup>2</sup>
	Day Care	\$50.00 / floor + \$0.002 ft <sup>2</sup>	\$50.00 / floor + \$0.002 ft <sup>2</sup>
Other Requests for Inspection:	Private Schools	\$50.00 / floor + \$0.002 ft <sup>2</sup>	\$50.00 / floor + \$0.002 ft <sup>2</sup>
	Per structure, building, site, H.R.S., etc. (rezoning, occupancy changes, anticipated purchase of property, etc.)	\$50.00	\$50.00
Re-inspection Fee:	Construction, remodeling, etc. (due to failure to comply with prescribed requirements, deficiencies exit, not ready for inspection, etc.)	\$40.00	\$50.00
<b>Request for Waiver of Flow Tests:</b>		\$150.00	\$150.00
Per request; City to provide one truck company, two firefighters, and public works employees to assist requesting agency			
<b>Occupational Licenses:</b>		\$25.00	\$25.00
Prior to issuance of license (fire safety, operations inspection)			
<b>Residential Rentals:</b>		\$25.00	\$0.00
Prior to issuance of license (fire safety, operations inspection)			

**City of New Port Richey**  
**FY 2025 Proposed Comprehensive Fee Schedule**

<b>FIRE DEPARTMENT FEES</b>			
<b>Fee Type</b>	<b>Description</b>	<b>Current Fee</b>	<b>Proposed Fee for FY2025</b>
<b>2023 FEMA Rates</b>			
<b>Standby Fees:</b>	Ladder Truck (Standby)	\$122.69/hr	\$190.81/hr.
	Fire Truck (Standby)	\$128.27/hr	\$173.47/hr.
	Command/Staff Vehicle (Standby)	\$19.97/hr	\$22.91/hr.
	ATV/Utility Vehicle (Standby)	\$14.05/hr	\$14.84/hr.
	Staffing - Firefighter/EMT/ Paramedic/Inspector/ Officer	\$40.00/hr	\$50.00/hr.
<b>COMMUNITY RISK REDUCTION</b> (2 hour minimum)	Fire and Life Safety Inspector (with staff vehicle)		\$50.00/hr.
	Fire Watch (with staff vehicle)		\$50.00/hr.
	Crowd Manager (with staff vehicle)		\$50.00/hr.
<b>False Fire Alarms:</b>			
	1 - 3 responses within a 6 month period	No Charge	No Charge
	4 responses within a 6 month period	\$150.00/response	\$100.00/response
	5 responses within a 6 month period	\$250.00/response	\$150.00/response
	6 responses within a 6 month period	\$350.00/response	\$250.00/response
	<b>Incident Investigation Fees:</b>	\$100.00/hr.	\$75.00/hr.
Investigation resulting from violation of codes, negligence, and arson			
Manpower/Staffing and vehicles are at a blended rate, approved by resolution of the City Council in 2012			
Expendable materials - actual replacement cost, plus 10% administrative processing fee			

**City of New Port Richey**  
**FY 2025 Proposed Comprehensive Fee Schedule**

<b>POLICE DEPARTMENT FEES</b>			
<b>Fee Type</b>	<b>Description</b>	<b>Current Fee</b>	<b>Proposed Fee for FY2025</b>
Magistrate Fee		\$200.00	\$200.00
Court Costs		\$100.00	\$100.00
Fingerprinting	per card	\$10.00	\$10.00
Incident Report	per page	\$0.15	\$0.15
Vehicle Crash Report	Insurance Companies and Law Firms - per page	\$0.15	\$0.15
	Involved Parties - per page (1st 60 days)	Free	Free
	"Fix It" Tickets - Affidavit of Compliance showing Violator corrected Vehicle Defect	\$4.00	\$4.00
Vehicle Impound	Administration Fee	\$40.00	\$40.00
	Storage Fee	\$20.00/Day	\$20.00/Day
Digital Evidence (USB)	per USB	\$10.00	\$10.00
	per DVD	\$5.00	\$5.00
Off Duty Services	Administration Fee	\$5.00/hour	\$5.00/hour
	Service	\$45.00/hour	\$45.00/hour

<b>OTHER FEES</b>			
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Business Tax Receipts: City Ordinance No. 1861      City Ordinance No. 1861  
 Unless otherwise expressly exempted by law, all persons carrying on, engaged in or managing any *business*, profession or occupation within the corporate limits of the City are required to apply for and receive a business tax receipt. Fees for business tax receipts are outlined in Ordinance No. 1861.

Residential Rental Permit:	\$70.00	\$70.00
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Unless otherwise expressly exempted by law, all persons carrying on, engaged in or managing any *business*, profession or occupation within the corporate limits of the City are required to apply for and receive a business tax receipt. Fees for business tax receipts are outlined in Ordinance No. 1861.



# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

**TO:** City of New Port Richey City Council

**FROM:** Debbie L. Manns, ICMA-CM, City Manager

**DATE:** 9/3/2024

**RE:** Re-Appointment of Timothy P. Driscoll, Esq. as City Attorney

**REQUEST:**

The request is for City Council to authorize the City Manager to enter into an agreement with Timothy P. Driscoll, Esq. to provide the services of City Attorney.

**DISCUSSION:**

On September 6, 2016 the City Council entered into an agreement with Timothy P. Driscoll, Esq. to serve as the city attorney. The Agreement was for a one (1) year term and included an option for the City Council to approve up to two (2) one year terms. The agreement was amended on March 7, 2018, September 5, 2019, October 20, 2020, September 7, 2021 September 6, 2022, and August 15, 2023 to renew City Attorney services. If this item is approved the term of the agreement is for one (1) year with an effective date of September 6, 2025.

Over the past eight years, I have had the pleasure of working closely with Mr. Driscoll where he has consistently demonstrated exceptional legal acumen and professionalism. Mr. Driscoll has a profound understanding of municipal law, which has been instrumental in successfully navigating complex cases. He is a meticulous researcher, an excellent strategist, and a persuasive advocate in the courtroom. He has handled the City's business with exceptional skill and distinction. In addition to his legal prowess, Mr. Driscoll possesses exemplary interpersonal skills. He is highly regarded by the department heads and I for his ability to provide sound legal advice.

Incidentally, Mr. Driscoll is not requesting a wage increase and therefore all provisions outlined in the original agreement will remain the same.

**RECOMMENDATION:**

The recommendation is for the City Council to approve the Seventh Amendment to the Agreement for a term of one year.

**BUDGET/FISCAL IMPACT:**

The funding to support this request is provided for in the FY 2024-2025 City Council (70%) and CRA (30%) budgets.

**ATTACHMENTS:**

Description	Type
Seventh Amendment to the Agreement between the City of New Port Richey, Florida and Timothy P. Driscoll, Esq. for City Attorney Services	Backup Material
2016 Agreement between the City of New Port Richey, Florida and Timothy P. Driscoll, Esq. for City Attorney	Backup Material





**SEVENTH AMENDMENT TO THE AGREEMENT BETWEEN  
THE CITY OF NEW PORT RICHEY, FLORIDA AND  
TIMOTHY P. DRISCOLL, ESQ. FOR CITY ATTORNEY SERVICES**

**THIS SEVENTH AMENDMENT** for City Attorney Services entered into as of the 20<sup>th</sup> day of August, 2024 by and between the CITY OF NEW PORT RICHEY, FLORIDA, a Florida municipal corporation with its principal place of business located at 5919 Main Street, New Port Richey, FL 34652 (hereinafter referred to as the CITY) and TIMOTHY P. DRISCOLL, ESQ., (hereinafter referred to as the ATTORNEY.)

W I T N E S S E T H

**WHEREAS**, on September 6, 2016, the CITY and ATTORNEY entered into an agreement for City Attorney services; and

**WHEREAS**, Section 2 of the original Agreement provided for a term of one (1) year and allows the CITY an option of authorizing two (2) additional one year terms; and

**WHEREAS**, the Agreement was amended to extend the term on March 7, 2018, September 5, 2019, October 20, 2020, September 17, 2021, September 6, 2022 and August 15, 2023; and

**WHEREAS**, the CITY once again wishes to extend the agreement for City Attorney services.

**NOW THEREFORE** in consideration of the mutual covenants, promises and representations contained herein, the parties hereto agree as follows:

1. Recitals. The WHEREAS clauses are incorporated herein by reference and are represented to be true and correct.
2. The term of the Agreement is hereby extended for one (1) year with an effective date of September 6, 2024 and will expire on September 6, 2025.
3. The terms, covenants and conditions set forth in the original Agreement that have not been specifically amended herein will continue in existence, are hereby ratified, approved and confirmed, and will remain binding upon the parties hereto.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed for the uses and purposes therein expressed on the day and year first above written.

ATTEST:

**CITY OF NEW PORT RICHEY**

\_\_\_\_\_  
Judy Meyers, CMC  
City Clerk

\_\_\_\_\_  
Debbie L. Manns, City Manager

\_\_\_\_\_  
Date

**ATTORNEY**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Timothy P. Driscoll, Esq.

**AGREEMENT BETWEEN  
THE CITY OF NEW PORT RICHEY, FLORIDA AND  
TIMOTHY P. DRISCOLL, ESQ. FOR CITY ATTORNEY SERVICES**

**THIS AGREEMENT** for City Attorney Services entered into as of the 6<sup>th</sup> day of September, 2016 by and between the CITY OF NEW PORT RICHEY, FLORIDA, a Florida municipal corporation with its principal place of business located at 5919 Main Street, New Port Richey, Florida, 34652 (hereinafter referred to as the CITY) and TIMOTHY P. DRISCOLL, ESQ., with a mailing address of Rahdert, Steele, Reynolds & Driscoll, P.L., 535 Central Avenue, St. Petersburg, Florida, 33701 (hereinafter referred to as the ATTORNEY.)

W I T N E S S E I H

**WHEREAS**, pursuant to Section 2.17 of the CITY'S Charter, the CITY shall appoint a City Attorney to serve as the CITY'S chief legal advisor; and

**WHEREAS**, in addition to serving as chief legal advisor, the City Attorney shall also identify legally available revenue sources and assist in the long term plans for the financial health of the CITY; and

**WHEREAS**, the ATTORNEY is a member in good standing with the Florida Bar for over thirty (30) years; and

**WHEREAS**, the ATTORNEY also demonstrates expertise in the field of municipal law; and

**WHEREAS**, the CITY desires to engage the services of ATTORNEY to provide service as City Attorney required by its Charter as well as any additional legal services on an as needed basis.

**NOW THEREFORE** in consideration of the mutual covenants, promises and representations contained herein, the parties hereto agree as follows:

1. WHEREAS Clauses. The WHEREAS clauses are incorporated herein by reference and are represented to be true and correct.
2. Term. The term of this Agreement is effective on the date executed by both parties and continues for one (1) year unless extended or earlier terminated as provided herein. This Agreement maybe amended at the option of the CITY for two (2) additional one year terms at the terms and conditions contained in this Agreement.
3. City Attorney Services. The ATTORNEY shall provide the following legal services as City Attorney to the CITY relative to the Charter of the City of New Port Richey:
  - a.) The ATTORNEY shall serve as the chief legal advisor to the City Council, City Manager and all City Departments.
  - b.) The ATTORNEY shall represent the CITY in all legal proceedings and shall perform any other duties prescribed by the CITY'S Charter or by ordinance.
  - c.) The ATTORNEY shall attend all regular City Council meetings, and attend all Special Meetings and Work Sessions thereof when requested by the CITY.
  - d.) The ATTORNEY shall participate in the preparation and review of agendas for meetings of the City Council and preparation of periodic summary reports or individual briefings to the City Council, if necessary, of services provided, pending legal matters, and known future legal concerns which may be anticipated to require legal attention.
  - e.) The ATTORNEY shall develop and implement a procedure to provide prompt responses to the CITY with date stamping or other tracking for accountability purposes for all internal requests for legal services and appropriate quality control.
  - f.) The ATTORNEY shall provide administration, oversight and review of all special counsel engagements including those involving other law firms or attorneys or use of consultants necessary to support all special counsel engagements.
  - g.) The ATTORNEY shall draft appropriate ordinances, resolutions legislation, service agreements, interlocal agreements and other documents and instruments to collaboratively and cooperatively achieve the CITY'S objectives.
  - h.) The ATTORNEY shall attend meetings with third parties or other CITY staff as reasonably required or requested by the City Manager.
  - i.) The ATTORNEY shall render advice on a day-to-day basis, written memoranda or appropriately qualified opinions when necessary, including

advice and research concerning compliance with relevant local, state or federal statutes or regulations.

- j.) The ATTORNEY shall provide advice with respect to procurement matters involving contracts.
  - k.) The ATTORNEY shall represent the CITY in the acquisition and disposition of real property rights and interests in the normal course of business, including the issuance of title insurance commitments and policies.
  - l.) The ATTORNEY shall coordinate, in concert, with the City Manager with legal counsel and other professionals representing governmental agencies or third parties on routine legal matters affecting the City in the normal course of business.
  - m.) The ATTORNEY shall review proposed interlocal and interfund structures as to legal feasibility, compliance with the CITY'S Charter, applicable law and pending or proposed revisions to the law.
  - n.) The ATTORNEY shall provide legal representation for the CITY'S Community Redevelopment Agency in the same capacity as described herein for representation of the CITY.
  - o.) The ATTORNEY shall provide legal representation for all of the CITY'S departments and offices.
  - p.) The ATTORNEY shall attend meetings of Boards or Commissions of the CITY at the request of the CITY.
  - q.) The ATTORNEY shall provide any other legal services which the CITY and ATTORNEY mutually agree are within the normal scope of day-to-day general counsel services.
  - r.) The ATTORNEY shall coordinate, in concert with the City Manager, with legal counsel and other professionals representing governmental agencies or third parties on routine legal matters affecting the CITY in the normal course of business.
  - s.) The ATTORNEY shall provide up to date reports, when necessary, on relevant changes in local, state or federal statutes or regulations.
4. Office Hours. The ATTORNEY shall devote a minimum of sixteen (16) hours per week to projects and assignments as described above.
5. Compensation. The ATTORNEY shall be compensated for City Attorney Legal Services at a rate of One Hundred Fifty Dollars an hour (\$150.00) for said legal services listed above by the CITY no later than the last working day of the month in which services are performed. At no time during the length of this agreement

shall the total amount billed by ATTORNEY in a calendar month exceed an amount of Eleven Thousand Dollars (\$11,000.)

6. Reports. The ATTORNEY shall prepare and present to the CITY a written report on all litigation matters involving the CITY on a quarterly basis per calendar year. The ATTORNEY shall prepare and present to the CITY a written report on legally available revenue sources and potential revenue strategies on an annual basis in conjunction with the CITY's preparation of the upcoming fiscal year's budget.
7. Conflict of Interest. The ATTORNEY shall not represent any client, including but not limited to, a municipality, county, local or state government agency or other person or entity in matters that may be directly adverse to the CITY.
8. City Manager. The CITY designates its City Manager to provide policy direction and instructions to the ATTORNEY in the administration of its duties hereunder, approving and authorizing work orders and all other matters necessary to administer this Agreement on behalf of the CITY. The City Manager is directed and authorized to use and consult with ATTORNEY for City Attorney services and Special Counsel Legal services in addition any other provisions described herein. The City Manager may appoint a designee at her discretion to assist in the administration of this Agreement. The designee shall be authorized to perform any of the duties that have been duly authorized to the City Manager in regards to this Agreement.
9. Termination. The parties reserve the right to terminate this Agreement by mutual consent or with cause upon thirty (30) days notice if at any time the other party fails to fulfill or abide by any of the terms or conditions specified in this Agreement.
10. Entire Agreement. This Agreement constitutes the entire Agreement and supersedes all prior written or oral agreements, understandings, or representations.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed for the uses and purposes therein expressed on the day and year first above written.

ATTEST:

  
\_\_\_\_\_  
Judy Meyers, City Clerk


10/18/16  
\_\_\_\_\_  
Date

10/18/16  
\_\_\_\_\_  
Date

CITY OF NEW PORT RICHEY

  
\_\_\_\_\_  
Debbie L. Manns, City Manager

ATTORNEY

  
\_\_\_\_\_  
Timothy P. Driscoll, Esq.