



City of Holmes Beach  
Disaster Debris Management Plan (DDMP)

**June 2024**

## Contents

FEMA Crosswalk.....	1
Promulgation .....	1
Approval and Implementation.....	1
Acronyms .....	2
Overview .....	3
Purpose and Scope.....	3
Situation.....	4
Assumptions.....	4
Authority .....	4
Staffing the Debris Management Team .....	8
Force Account Labor (City Staff) .....	8
Debris Management Team Roles and Responsibilities (III.D.1) .....	8
Organizational Chart .....	8
Debris Management Team Lead – Superintendent of Public Works.....	8
Operations .....	9
Planning/Engineering.....	9
Administration .....	10
Contracting & Procurement – Superintendent of Public Works (III.D.2(c)).....	10
Legal (III.D.2(a)).....	11
Public Information Officer .....	11
County Public Safety Department / County Emergency Operations Center .....	11
City of Holmes Beach Police Department (HBPD) .....	11
Emergency Communications Plan .....	12
Contracted Services .....	13
Debris Removal Contracts.....	13
Debris Removal Contract Provisions.....	14
Debris Monitoring Contracts .....	15
Required Debris Monitoring Positions.....	15
Health and Safety Strategy .....	17
Regulatory, Compliance, and Training Requirements .....	17
City Employee Safety Responsibility .....	17
Training Requirements.....	17

Safety Meetings .....	17
Job Safety Analysis-Hazard Evaluation.....	18
Debris Collection Plan .....	19
Priorities (III.D.2(d)).....	19
Impact of Land Use and Geography of Island .....	21
Physical Geography.....	21
Land Uses .....	21
Forecasted Debris .....	23
Forecasted Debris Types .....	23
Estimated Debris Quantities .....	23
Estimated Debris Locations.....	24
Debris Removal Operations (III.D.2(b)) (III.D.2(e)).....	24
Phase I Emergency Response Phase - Debris Clearance .....	24
Phase II Recovery Phase - Debris Removal .....	25
Debris Types & Collection Methods (III.D.2(f)) .....	27
Vegetative Debris.....	27
Construction and Demolition (C&D) .....	28
Hazardous Waste .....	28
Household Hazardous Wastes (HHW) and Electronics .....	28
White Goods .....	29
Soil, Mud, and Sand .....	29
Vehicles and Vessels .....	30
Canals and Waterways.....	30
Damaged Utilities.....	32
Putrescent Debris.....	32
Temporary Debris Management Sites (TDMS) .....	33
Permitting Temporary Debris Management Sites .....	34
Temporary Debris Management Site Characteristics .....	36
Temporary Debris Management Sites & Environmental Monitoring.....	36
Debris Management Site Management and Operation .....	36
Role of Debris Removal Contractor .....	37
Site Monitoring .....	37
Debris Disposal Site Monitoring.....	37

Reporting .....	38
Temporary Debris Management Site Closure.....	38
Methods of Debris Collection .....	38
Curbside Collection .....	38
Community Drop-off Bins/Collection centers.....	39
Roundups for Specific Debris Types.....	39
Monitoring Collection Efficiency.....	39
Post-Collection Debris Operations.....	39
Recycling Disaster Debris .....	39
Private Property Debris Removal and Demolition.....	41
Types of Private Property .....	41
Entry onto Private Property .....	41
Private Property Debris Removal (PPDR) Procedure.....	41
FEMA PPDR Approval Procedure .....	42
PPDR Documentation Requirements.....	43
Demolition of Private Structures .....	44
Eligible Demolition Costs .....	45
Ineligible Demolition Costs .....	45
Documentation Requirement for Demolitions.....	46
Federal Funding Considerations .....	46
Monitoring Contracted Services .....	46
Monitoring Procedures.....	47
Debris Monitoring Resources.....	48
Public Information Plan.....	49
Public Information Outlets and Opportunities .....	49
Environmental and Other Regulatory Requirements .....	51
Major Federal Environmental and Historic Preservation Requirements (III.D.2(g)).....	51
Regulatory and Technical Assistance.....	53
State Agencies.....	53
Federal Agencies .....	53
County Government .....	53
Maintenance of DDMP.....	54
Review Existing Memoranda of Agreement with City .....	54

Review Existing Stand-by / Pre-position Contracts.....	54
Review FEMA Guidance and Policy Changes .....	54
Appendices.....	55
Appendix A - Debris Management Services Contract – Selection Process .....	56
Appendix B - Prequalified Debris Monitoring Firms .....	57
Appendix C - Pre-Qualified Debris Management Services Contractors.....	58
Appendix D - Debris Monitoring Forms .....	59
Appendix E - Personal Protective Equipment Checklist.....	60
Appendix F – City Solid Waste Contract Ordinance 15-06.....	61
Appendix G - Debris Model Notes & Formulas .....	62
Appendix H - First-In Teams Standard Operating Guide.....	63
Appendix I - Eligibility Documentation Requirements for Reimbursement of Hazardous Trees, Limbs, and Stump Removal and Forms .....	64
Appendix J - Key Contacts .....	65
Appendix K - HHW Collections and Disposal Services Contract.....	66
Appendix L - HHW Collection Requirements .....	67
Appendix M - TDMS Pre-authorization Letters from FDEP for City Field .....	68
Appendix N – Canals and Waterways Map.....	69
Appendix O - Process for Documenting Recycling Activities .....	71
Appendix P - Guidance for Revenues from Recycling of Storm Debris.....	72
Appendix Q - Right-of-Entry Hold Harmless Agreement .....	73
Appendix R - Public Information Guide.....	74
Appendix S - Federal and State Contracting and Purchasing Guidance .....	75
Appendix T - FDEM Debris Removal Guidance .....	76
Appendix U - Manatee County Interlocal Agreement for Debris .....	77
Appendix V - FEMA Public Assistance Alternative Procedures Pilot Program Guide for Debris Removal .....	78

## FEMA Crosswalk

A crosswalk with has been provided on the headings for consistency with the corresponding sections of FEMA’s Local CEMP Criteria spreadsheet. For example, the section *Debris Management Team Roles and Responsibilities* includes reference III.D.1 to the FEMA criteria.

## Promulgation

This document provides the planning and program guidance for implementing the City of Holmes Beach Debris Management Plan (DDMP). The City Commission and Mayor Judy Titsworth approved the preparation of this DDMP to solidify processes and procedures in relation to debris removal after a man-made or natural disaster. This plan has been developed in accordance with guidance from the Federal Emergency Management Agency (FEMA) to include PAPPG Ver. 4; 325 Debris Management Guide; 327 Debris Monitoring Guide; Public Assistance Alternative Procedures Pilot Program (appendix V); the Federal Highway Administration Emergency Relief program (FHWA ER); and FHWA Moving Ahead for Progress in the 21 Century (MAP 21) procedures. References used in this DDMP include:

- National Response Framework (NRF)
- National Disaster Recover Framework (NDRF)
- State of Florida Comprehensive Emergency Management Plan
- City of Holmes Beach Comprehensive Emergency Management Plan (CEMP)
- City of Holmes Beach Continuity of Operations Plan
- City of Holmes Beach Recovery Plan
- City of Holmes Beach Hurricane Plan
- Manatee County Local Mitigation Strategy (LMS)

## Approval and Implementation

The City of Holmes Beach Executive Policy Group will be responsible for reviewing this DDMP on an annual basis to ensure that it remains up to date and accurate. The latest version of the DDMP as dated above supersedes all previous plans. The City of Holmes Beach maintains the authority to activate and implement the plan in preparation for or in response to a disaster incident or in a training and exercise capacity.

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Printed Name – Emergency Management Director

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Signature - Emergency Management Director

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Date

## Acronyms

AMI	Anna Maria Island
C&D	Construction and Demolition
CEMP	City Emergency Management Plan
COOP	Continuity of Operations Plan
DDMP	Disaster Debris Management Plan
ECC	City Emergency Communications Center
EOC	Emergency Operations Center (City)
EPA	Environmental Protection Agency (federal)
EWP	Emergency Watershed Program
FCO	Federal Coordinating Officer
FDEM	Florida Division of Emergency Management (state)
FDEP	Florida Department of Environmental Protection(state)
FDOT	Florida Department of Transportation (state)
FEMA	Federal Emergency Management Agency
FHWA ER	Federal Highway Administration Emergency Relief program
GPS	Global Positioning System
HAB	Harmful Algal Bloom
HBPD	City of Holmes Beach Police Department
HHW	Household Hazardous Waste
HSE	Health, Safety and Environmental Training
ICS	Incident Command System
JSA	Job Safety Analyses
MAP 21	Federal Highway Administration Moving Ahead for Progress in the 21 Century
MOT	Maintenance of Traffic
NRCS	Natural Resources Conservation Service (federal)
OCC	Office of Chief Counsel (FEMA)
OSHA	Federal Occupational Safety and Health Administration
PA	Public Assistance Program (FEMA)
PDA	Preliminary Damage Assessment
PPDR	Private Property Debris Removal
PW	City Department of Public Works
ROW	Right-of-way
SCO	State Coordinating Officer
SWFWMD	Southwest Florida Water Management District (state)
TDMS	Temporary Debris Management Site
WebEOC	Emergency Management Software utilized by Manatee County Emergency Management

# Disaster Debris Management Plan

## Overview

The City of Holmes Beach is approximately 1.91 square miles and one of three municipalities on Anna Maria Island. Anna Maria Island is in Manatee County which is in SW Florida along the Gulf of Mexico. According to the 2020 US Census, the City has a population of 3,010 residents (4,893 total island population including the cities of Anna Maria and Bradenton Beach) and it is mostly suburban style in development.

The greatest debris generating threat to the city is a hurricane, though regular summertime thunderstorms and winter storms can also inflict damage and cause debris. The City has an existing franchise agreement with Waste Pro (City Ordinance O-15-06 in Appendix F) for collection and disposal of refuse, yard waste, recyclable materials, and garbage. This agreement covers day-to-day pickup but also has an opportunity to provide additional collection services in the event of an emergency, natural disaster, or casualty. The City has the option to bring on additional debris removal and monitoring contractors to ensure the removal of debris is consistent with all local, state, and federal requirements.

Due to the limited size and resources of the City, it is estimated that substantial contractual assistance will be needed for the health, welfare, and safety of our residents with debris hauling, collection disposal, and monitoring for any significant disaster. There are approximately 34 miles of roads in the City, with 6 miles of major thoroughfares and 28 miles of residential streets. The City is also responsible for stormwater facilities (ponds, conveyances, etc.), City parks, and other owned properties. The City has a Public Works Department to maintain these facilities and City streets. The City does not own or operate a landfill and relies on contract waste haulers for regular solid waste pickup for residents which utilize Manatee County's Lena Road Landfill, located on the mainland in central Manatee County east of Interstate 75. However, during disaster, alternative facilities may be designated by the State or County.

## Purpose and Scope

The City's Debris Management Plan provides a unified and coordinated approach for City departments to facilitate and coordinate the removal, collection, and disposal of debris following a disaster; to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens; expedite recovery efforts in the impacted area and address any threat of significant damage to improved public or private property.

The purpose of this Debris Management Plan includes the following:

- To facilitate and coordinate the management of debris removal and disposal following a disaster to protect against any potential threat to lives, health, safety, and welfare of the impacted citizens.
- To expedite the recovery efforts in the impacted area and address the threat of significant damage to improved public property.
- To delineate the responsibilities of the City departments involved in debris removal.
- To outline all phases of debris removal operations.
- To highlight Federal, State, and City guidelines.
- To provide procedures and documentation for use by all City Departments.

- To enact the inter-local agreements with the City of Bradenton Beach, City of Anna Maria, and Manatee County (see Appendix U) if requested.
- To implement and coordinate private sector debris removal and disposal contracts to maximize cleanup efficiencies.

## Situation

Natural and man-made disasters generate large quantities of debris, which will affect public and possibly private property. The quantity and type of debris generated from any disaster is a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity. City employees in the affected areas may be unavailable and distracted by the need to secure their own property and families after a disaster.

## Assumptions

The following are assumptions regarding the design disaster event:

1. A major disaster that requires the removal of debris from public lands or public waterways could occur at any time. A severe enough event could also deposit debris on private property that could create a health hazard.
2. The Mayor or Board of City Commissions shall declare that a local State of Emergency exists and request State and Federal assistance.
3. The Governor of Florida will declare a State of Emergency that will authorize State resources to assist in the removal and disposal of debris. If the disaster exceeds both local and State resources, the Governor will request a Presidential Disaster Declaration.
4. The President will approve a Presidential Disaster Declaration that will authorize Federal resources to assist in removal and disposal of debris.
5. The City will be tasked to coordinate emergency debris removal.
6. The City will contract for additional resources to assist in the debris removal, reduction, and disposal process, including debris removal contractors and debris removal monitors.

## Authority

This plan has been developed in accordance with guidance from the Federal Emergency Management Agency (FEMA) to include PAPPG Ver. 4; 325 Debris Management Guide; 327 Debris Monitoring Guide; Public Assistance Alternative Procedures Pilot Program (appendix v); the Federal Highway Administration Emergency Relief (FHWA ER) program; and FHWA Moving Ahead for Progress in the 21st Century (MAP 21) procedures. Meetings were held with representatives from the City Government to plan, prepare, and finalize this DDMP.

This plan provides a framework for the City, its contracted monitoring firms, and debris removal contractor to respond and coordinate efforts following a disaster. To assist the City in efficiently responding and recovering from a major debris-generating event, this plan will address important preparations prior to an event, response operations immediately following disaster impact, and closeout procedures following the completion of debris removal operations.

The City is vulnerable to primarily three types of disasters that could cause major or catastrophic destruction—hurricanes, tornadoes, and floods—with each hazard having the potential to generate

differing types and amounts of debris (see CEMP for full discussion of hazards). The following table lists characteristics of these hazards and the type of debris expected from such.

<b>Potential Disaster Incidents</b>		
<b>Disaster</b>	<b>Characteristics</b>	<b>Infrastructure Damage</b>
<b>Hurricanes</b>	<ul style="list-style-type: none"> <li>- High velocity winds</li> <li>- Fresh water flooding</li> <li>- Tornadoes</li> </ul>	<ul style="list-style-type: none"> <li>- Construction materials</li> <li>- Damaged/destroyed structures</li> <li>- Damaged/destroyed marinas and vessels</li> <li>- Sediment/sand</li> <li>- Trees and other vegetation</li> <li>- White goods</li> <li>- Household hazardous wastes</li> <li>- Electronic waste</li> </ul>
<b>Tornadoes</b>	<ul style="list-style-type: none"> <li>- High velocity rotating winds</li> <li>- Narrow path up to 2 miles wide</li> <li>- Range from 100 yards to several miles long</li> </ul>	<ul style="list-style-type: none"> <li>- Destroyed structures</li> <li>- Trees and other vegetation</li> <li>- Construction materials</li> <li>- Personal property</li> <li>- Damaged utilities</li> </ul>
<b>Floods</b>	<ul style="list-style-type: none"> <li>- High/low velocity flows</li> <li>- Inundation</li> </ul>	<ul style="list-style-type: none"> <li>- Sediment disposition</li> <li>- Private property</li> <li>- Damaged structures</li> <li>- Removal of sand and sandbags used in flood prevention</li> <li>- Construction materials</li> <li>- Household furniture</li> </ul>

There will be many factors that influence the type of response the City initiates following a disaster debris generating incident. This DDMP will provide the framework for implementing a coordinated response regardless of the type of disaster, size, or magnitude. The strategy of this plan will outline tasks, activities, roles, and responsibilities to be carried out in times of normalcy, preparedness, immediate response, and recovery.

For planning purposes, the plan assumes the following about debris removal operations:

- Hurricane is the City’s most likely threat of a debris-generating event.
  - Response and recovery will be associated with a National Oceanic and Atmospheric Agency-classified major hurricane (e.g., Category 3 tropical system or greater) affecting the City.
  - If the debris-generating event exceeds the City’s capability to address with internal resources, the City may activate debris removal contractors and a monitoring firm.
- If warranted, the City will request federal assistance from FEMA Public Assistance Program.
- City’s Continuity of Operations Plan (COOP) describes how the City will function post-event.

As described in the City’s COOP and CEMP, the Mayor may change role of the Emergency Management Director with the change in phases as follows:

- Emergency response phase – Emergency Management Director is the *City of Holmes Beach Police Department (HBPD) Chief*.
- Recovery Phase – Emergency Management Director is the *Deputy Director/Superintendent of Public Works*.

Responsibilities of the Emergency Management Director (*Police Chief*) during the emergency response phase may include, but will not be limited to the following:

- Reporting directly to the Mayor
- Providing information for the public related to debris removal activities and operations through the Mayor or the assigned Public Information Officer
- Serve as the primary point of contact to communicate and meet with various state and federal agencies:
  - Federal Emergency Management Agency (FEMA)
  - Natural Resources Conservation Service (NRCS)
  - Florida Division of Emergency Management (FDEM)
  - Florida Department of Environmental Protection (FDEP)
  - Florida Department of Transportation (FDOT) for debris
  - Reporting to the Emergency Operations Center (EOC)

Responsibilities of the Superintendent of Public Works during the emergency response phase may include, but will not be limited to the following:

- Providing information regarding the progress of the debris removal effort.
- Activation of the debris removal contractors and monitoring firm.
- Continuing roadway clearing activities, including moving, trimming, and collecting debris following an event.
- Continuing damage assessments of infrastructure as debris is cleared.
- Maintaining overall responsibility of contractor work and payments.
- Leading the development of FEMA Project Worksheets (PW) following a disaster with assistance from Emergency Management Director, Clerk and Treasurer.

Responsibilities of the Emergency Management Director (transition role to Superintendent of Public Works) in the recovery phase may include, but will not be limited to the following:

- Reporting directly to the Mayor.
- Obtaining debris management site (TDMS) approval from FDEP (pre- or post-disaster incident).
- Overseeing all the daily pick-up, removal, reduction, and disposal activities.
- Managing data for debris related activities, such as tracking labor and equipment hours accrued during debris removal operations.
- Overseeing all private contractors, including hauling and monitoring firms, throughout the duration of the cleanup process.
- Acting as a back-up POC for monitoring firm and debris removal contractor relative to field activities.
- Maintains fleet and facility maintenance records.



## Staffing the Debris Management Team

### Force Account Labor (City Staff)

Force Account Labor is a term used by FEMA for the applicant’s personnel, the staff of the City. Detailed timesheets for City staff are required for each hour worked preparing for, during and following disaster events. Timesheets should include such information as department name (and supervisor name if applicable), employee name (and/or number if applicable), date, time in, time out, total hours worked, and a detailed description of work being performed (i.e., deliver generator to 1234 Beach Blvd. for emergency power restoration). Without these items, tracking both regular time, overtime and scope of work becomes challenging and may cause eligible activities to be non-reimbursable due to a lack of supporting documentation.

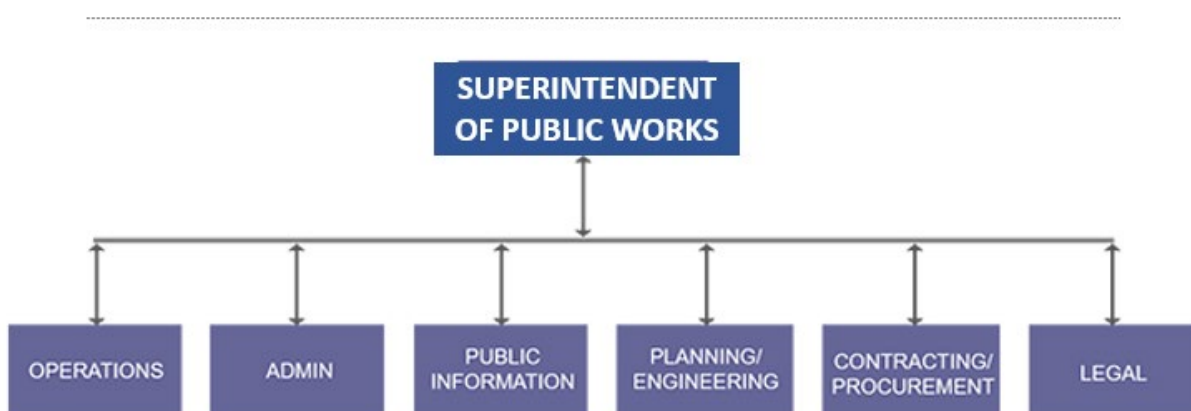
### Debris Management Team Roles and Responsibilities (III.D.1)

The Debris Management Team is the group of City staff led by the Superintendent of Public Works that will have direct responsibility for managing debris operations for the City before, during, and following a debris-generating disaster event. The Superintendent of Public Works will become the Emergency Management Director for Phase II Recovery as well.

City staff will follow the principles of the National Incident Management System (NIMS), intended as a comprehensive approach to incident management that is applicable across jurisdictions and across functional disciplines. NIMS enables City departments and other agencies to work together to protect against, respond to, and recover from the effects of incidents, regardless of cause, size, location, or complexity, to reduce the loss of life and property.

The command structure of City will follow the Incident Command System (ICS), designed to provide a flexible, scalable response organization, as well as provide a common framework in which people from different departments can work together effectively.

### Organizational Chart



### Debris Management Team Lead – Superintendent of Public Works

The Superintendent of Public Works serves as the primary decision maker, reporting directly to Mayor, assigning tasks to team members, and managing overall communication and coordination both within

the team and between the team and other internal and external entities. The Debris Management Team Lead has the following responsibilities:

- Reporting directly to the Mayor.
- Responsible for all contracts and for oversight of the operational aspect of this Disaster Debris Management Plan.
- Obtains debris management site (TDMS) approval from FDEP.
- Oversees daily pick-up, removal, reduction, and disposal activities.
- Tracks labor and equipment hours accrued during debris removal operations.
- Oversees all private contractors, including hauling and monitoring firms, throughout the duration of the cleanup process.
- Acts as POC for monitoring firm and debris removal contractor relative to field activities debris removal contractor relative to field activities.
- Primary liaison/coordinator with federal or state entity having fiscal oversight of debris management.
- May delegate this responsibility to other county or state agency depending on the need.
- Coordinator for debris planning between the City and any affected neighboring municipalities.

## Operations

Public Works is responsible for implementing the debris removal operation and providing overall project supervision. Examples of debris operations activities include:

- Position equipment and resources for the response and recovery debris removal operations.
- Develop staff schedules and strategies.
- Provide communication, facilities, services, equipment, and materials to support the response and recovery activities.
- Monitor and direct force account and contract labor.
- Distribute response and recovery resources.
- Operate and manage the collection, temporary debris management site, and disposal strategies.
- Create a demolition strategy for structures if necessary.
- Report progress for distribution to the debris management planning staff.

## Planning/Engineering

The planning/engineering functional area is within Public Works and may include assistance from Planning and Building Department staff. It provides technical support for debris management. This task is performed by Public Works Dept. with the assistance of the Planning Dept. Examples of planning and engineering activities include:

- Estimating debris quantities and mapping haul routes.
- Developing the debris collection strategy.
- Coordinating with Manatee County Government Utilities Department, Solid Waste Division, for utilization of County Lena Road Landfill site or other site designated and approved by FEMA.
- Selecting and designing temporary debris management sites.
- Identifying and resolving any environmental issues.
- Issuing and obtaining permits.

- Determining reduction and recycling methods.
- Developing contract scopes of work, conditions, and specifications.
- Developing a demolition procedure for public and private structures.
- Coordinating with Manatee County Government Utilities Department regarding debris removal from facilities and easements they regularly maintain within the City such as:
  - Utility easements
  - Water and wastewater infrastructure
  - Lift/booster pumping stations
  - Other facilities maintained by the County Utilities Department

### Administration

The administration functional area is performed by the City Treasurer (CT), Human Resources (HR), and Public Works (PW) Departments and responsible for tasks such as:

- Developing budgets (CT & PW)
- Tracking expenses (PW)
- Maintaining documentation (PW & HR)
- Ensuring funds are available for personnel, equipment, supplies, and contract services (CT)
- Managing the onboarding and release of debris management staff (PW & HR)

For a Federally declared disaster, FEMA has specific minimum criteria for documentation of costs that must be met for debris removal work to be eligible for reimbursement under the Public Assistance Program. This functional area will ensure that documentation meets FEMA reimbursement requirements, if applicable.

- Ensures that all contracting and procurement is performed in accordance with all Federal, State, and local regulations.
- Processes the City Government invoices:
  - Treasurer – process payments
  - Public Works – review invoices, write purchase orders, review debris audit slips submitted to treasurer for payment.
- Coordinates with the hauling and monitoring firms regarding contractor invoice reconciliation.
- Assists with tracking labor hours of the City Government employees for reimbursement.
- Assists with completing project worksheets used for FEMA reimbursement.
- Captures force account labor data.
- Supports the Public Works Department.

### Contracting & Procurement – Superintendent of Public Works (III.D.2(c))

The contracting/procurement functional area may be responsible for tasks such as:

- Develop contract requirements in draft form ready for advertisement.
- Establish contractor qualifications.
- Prepare and advertise bid solicitations in accordance with the City Procurement Code.
- Provide instructions to bidders.
- Organize bid selection review committee.
- Evaluate bids.

- Negotiate and award contracts.
- Participate in overseeing that work is performed in compliance with the terms of the contract.
- Establish a pre-disaster list of pre-qualified contractors.
- Establish a post-disaster contracting procedure, if necessary.

### Legal (III.D.2(a))

The legal functional area is served by the City Attorney. They may be responsible for tasks such as:

- Reviewing debris removal contracts and land lease agreements.
- Evaluating building condemnation processes.
- Evaluating legal processes for private property demolition and debris removal.
- Providing guidance on right-of-entry and hold harmless agreements.
- Providing guidance on mutual aid agreements.

### Public Information Officer

The public information officer position is handled by the Mayor, Police Chief, or designee. They are responsible for creating and updating public information and disseminating it in a timely and effective manner.

- Performed by Mayor or designee.
- Prior to a disaster event, implements a process and a strategy to distribute informational materials to the media and to the public.
- Keeps the public informed of debris pick-up schedules, disposal methods and ongoing actions to comply with State and Federal Environmental Protection Agency (EPA) regulations, and restrictions and penalties for creating illegal dumps.
- Responds to questions from the press and residents pertaining to the debris removal operations.
- Updates, corrects, revises, and redistributes information regarding pick-up schedules as operations progress.
- Establishes a debris information center such as a website or hotline to handle public inquiries.

### County Public Safety Department / County Emergency Operations Center

- Implements the activation and operations of the County EOC.
- Oversees resource requests through the County's WebEOC to the State.

### City of Holmes Beach Police Department (HBPD)

The City's police department are responsible for the following related to this DDMP:

- TDMS Security.
- Monitors illegal dumping.
- Traffic control for debris management sites.
- Responds to TDMS emergencies within the City.
- Investigates hazardous material incidents in the City.
- Emergency Communications Plan.

## Emergency Communications Plan

The City Emergency Communications Center (ECC) is operated by the City's police department. It maintains several means of communications systems and redundant/backup systems (i.e., 800MZ system, cellular telephone communication systems, satellite communication systems, and landline telephone communications system). The City has a Continuity of Operations Plan (COOP) that will be activated if needed. Employee call-down procedures in the plan will be followed to account for all employees and notify them of critical information.

## Contracted Services

It may be necessary to contract for debris removal and monitoring services if the magnitude of the debris removal operation is beyond the capabilities of the City's force account resources, State resources, mutual aid agreements, and volunteer labor. City staff will be familiar with procurement and contracting procedures and will be required to define specific debris removal tasks and recommend specific contract types based on the debris clearance, removal, and disposal needs.

Possible contracted services include:

- Debris Clearance, or "Cut and Toss"
- Debris Removal
- Reduction or recycling
- Hazardous waste handling, processing, and disposal
- Hauling to final disposition
- Temporary Debris Site management
- Demolition
- Monitoring
- Environmental studies
- Project management

The City acknowledges that there are special requirements and limitations regarding contracted services under the FEMA PA Program and critical PA Program eligibility information that is not addressed here. For the most recent information, refer to PAPPG, available at [https://www.fema.gov/media-library-data/1456167739485-75a028890345c6921d8d6ae473fbc8b3/PA\\_Program\\_and\\_Policy\\_Guide\\_2-21-2016\\_Fixes.pdf](https://www.fema.gov/media-library-data/1456167739485-75a028890345c6921d8d6ae473fbc8b3/PA_Program_and_Policy_Guide_2-21-2016_Fixes.pdf)

The City will provide legal reviews of contracts and staff should use the debris management plan development as an opportunity to familiarize themselves with the City's established procedures, particularly regarding emergency procurements. In procuring and awarding contracts, the City should follow its established procurement and contracting procedures.

The City has pre-qualified contractors for debris removal and monitoring that were procured through normal procurement procedures. The selection process for the debris management services contract is found in Appendix A, and it includes the evaluation factors used in the selection process.

## Debris Removal Contracts

The contractor's primary role is to perform the duties described in the contract. Contractors also have a critical role in making sure that all documentation requirements are satisfied for both contractor invoice verification and federal reimbursement. The main responsibilities of the debris contractors are:

- Provide necessary equipment in sufficient numbers required for timely clearance of all debris types from roadways.
- Provide qualified personnel to perform, supervise, and manage the operations.
- Identify equipment staging areas if the City has not.
- Secure and operate TDMS Sites, including security, fire suppression, silt fences, maintenance of traffic (MOT) / detours.

- Locate additional sites if the City identified sites are insufficient, and coordinate with the City and FDEP on authorization.
- Manage the day-to-day operations of the debris removal crews.
- Ensure compliance with safety standards and all environmental regulations and permitting requirements.
- Ensure compliance with FEMA and FHWA standards.
- Ensure field documentation is being completed accurately.
- Submit timely invoices with all necessary back-up documentation.
- Keep the City informed of the progress of the operations with weekly meetings and situation reports.
- Repair any damage and restore all work areas to pre-existing conditions.
- Fill voids from hazardous stump removal within 24 hours.
- Adhere to Division of Forestry/OSHA/FHP loading and hauling requirements.
- No private work or hand-loaded vehicles.

The City will be responsible for managing the debris removal contract from project inception to completion. Managing the debris contract includes such things as monitoring of performance, contract modifications, inspections, acceptance, payment, and closing out of activities. Should the City decide to activate the debris removal contractor for debris removal, the City:

- Will not allow debris removal contractors to make eligibility determinations as they have no authority to do so.
- Will utilize prequalified contractors if possible. The City will utilize formal competitive bid procedures to obtain prequalified contractors. If time does not permit for normal competitive procedures, competitive bids still may be obtained using a reduced time frame for submittal for bids.
- Will document procedures to be used to obtain contractors.
- Will not accept contractor-provided contracts without close review. If necessary, the City will request FEMA to provide technical assistance with contracts and contract procedures.

### Debris Removal Contract Provisions

Generally, there are three types of contracts that may be used for debris operations.

1. Time and Materials Contracts may be used for short periods of time immediately after the disaster to mobilize contractors for emergency removal efforts. They must have a dollar ceiling or a not-to-exceed limit for hours and should be terminated when this time limit is reached. Such contracts will be limited to 70 hours of actual work. The contract will state that (a) the price for equipment applies only when the equipment is operating, (b) the hourly rate includes the operator, fuel, maintenance, and repair, (c) the City reserves the right to terminate the contract at its convenience, and (d) the City does not guarantee a minimum number of hours.
2. Unit Price Contracts are based on weights (tons) or volume (cubic yards) of debris hauled and may be used when the scope of work is not well defined. Unit price contracts require close monitoring of pick-up, hauling, and dumping to ensure that quantities are accurate.

3. Lump Sum Contracts establish the total contract price using a one-time bid from the contractor. This method will only be used when the scope of work is clearly defined, with areas of work and quantities of material clearly defined. Lump Sum contracts may be defined in one of two ways: (1) area method where the scope of work is based on a one-time clearance of a specified area; and (2) pass method where the scope of work is based on a certain number of passes through a specified area.

### Debris Monitoring Contracts

The City's debris removal operations will be monitored, and all debris removal will be tracked for possible reimbursement of debris removal costs by FEMA and other federal agencies. If an event requires, pre-qualified debris monitoring firms (see Appendix B) will be activated to monitor debris removal operations. The debris monitor is responsible for tracking all debris removal activities, and to ensure that the debris removal operations are free from waste and fraud. To accomplish this, the debris monitor's personnel must monitor and document all the contractor's activities to ensure that all work is being completed and tracked properly, and to keep the City informed throughout the debris removal operations. Some of their responsibilities are as follows:

- Provide sufficiently qualified personnel to monitor all contractor operations.
- Provide engineers and environmental specialists as needed throughout the operations.
- Provide sufficiently qualified personnel to perform data entry and manage all documentation.
- Provide training for all monitors lacking prior debris removal operations experience.
- Ensure the City is kept informed of all operations through SITREPs and daily production totals.
- Track all contract quantities and maintain a database of these quantities.
- Certify all truck capacities.
- Track contractor progress and provide status reports with corresponding maps.
- Ensure that all work completed follows the contract.
- Assist the City with contractor invoice verification.
- Ensure that work adheres to FEMA and FHWA eligibility standards.
- Inform the City of any ineligible or out-of-scope work.

### Required Debris Monitoring Positions

Loading Site Monitors. City Loading Site Monitors will be assigned to each contractor loading crew within designated zones. The Loading Site Monitor maintains and initiates the load and verifies that the debris being picked up is eligible under the terms of the contract. Load tickets will be provided in sequential order and should be kept in order during the day. If a load ticket is damaged, the Load Site Monitor must write VOID on the entire ticket (including all carbon copies) and return the entire voided ticket to the Debris Operations Manager. All tickets must be accounted for at the end of each day.

Disposal Site Monitors. Disposal Site Monitors will be located at TDMS Sites to certify all contractor trucks to verify capacity in cubic yards. Monitors will also be at each TDMS inspection tower to verify loads and estimate the percentage full in cubic yards. The Disposal Site Monitors will estimate the volume of debris in cubic yards in each truck entering the TDMS or landfill disposal site and will record the estimated quantity on the pre-numbered debris load tickets. The Contractor will only be paid based on the number of cubic yards of material deposited at the disposal site as recorded on the debris load

tickets. A Disposal Site Monitor will also verify that the trucks exiting the sites are completely free of debris.

Roving Inspection Monitors. Designated personnel will provide field inspections and will monitor all debris removal and disposal operations. A Roving Monitor will be assigned to periodically inspect each TDMS to ensure that they are operating in compliance with local, State and Federal regulations. The Roving Monitors will act as the “eyes and ears” of the County to ensure that safety requirements stated in the contracts are closely monitored.

## Health and Safety Strategy

The debris removal contractor is responsible for always ensuring safe operations. It is the debris monitor's responsibility to monitor all phases of the operations for safety. It is important for equipment to be operated safely, personnel to be outfitted with proper personal protective equipment, and for appropriate traffic control to be used.

Examples of personal protective equipment checklists can be found in Appendix C. Debris monitoring forms include an equipment certification checklist that contains a safety checklist (see Appendix D). Weekly safety meetings should be held with all the contractors and monitors that will be operating in the field, and daily tailgate safety meetings should be conducted each morning before field operations to ensure all crews have safety equipment and any issues are addressed.

## Regulatory, Compliance, and Training Requirements

Work performed by City personnel shall comply with all applicable Federal, State, and all other relevant safety requirements. City field employees shall read and become knowledgeable of the Health and Safety Execution Section prior to working in debris operations.

### City Employee Safety Responsibility

Each employee's primary safety responsibility is:

- To ensure their own safety
- To report unsafe acts and unsafe conditions to City management
- To comply with Health and Safety Execution
- To stop work that they believe to be unsafe and
- To ensure that adequate corrective measures are taken prior to restarting the work.

One City employee shall be designated by the Superintendent of Public Works as the program Safety Supervisor. This individual's primary safety responsibility is to provide over-sight to ensure that compliance is established and maintained with government regulations, and unsafe acts and unsafe conditions are recognized and immediately remedied. A designated City Safety Supervisor shall be available for any disaster debris work 100% of the time. The City will provide a centrally located information board for the posting of safety, (OSHA) and all Federal required work site notices. The board will have a weatherproof covering and will be the responsibility of the Debris Monitor Contractor to inspect the board daily to ensure all notices are current.

### Training Requirements

All staff training shall be documented and kept on file to include, but not limited to:

- Required FEMA courses
- City Health, Safety and Environmental (HSE) training
- Task-Specific Safety Training
- Daily toolbox briefings

### Safety Meetings

The City shall hold a mandatory safety meeting with all employees involved in disaster debris operations at the beginning of each day. The following shall be covered:

- A specific safety topic
- Discussion of previous day's City Health, Safety and Environmental (HSE) issues
- Job Safety Analyses (JSA)s
- Discussion of relevant job hazards associated with each day's tasks.
- HSE shall be covered with all employees during the initial safety meeting and with all subsequent new employees prior to them engaging in debris work.

Qualified City personnel shall conduct and document regular safety observations during disaster debris operations to verify that field workers are not exposed to safety hazards. The City shall maintain an effective system of orientation, training, supervision, and education of new or transferred employees to the project.

#### Job Safety Analysis-Hazard Evaluation

A hazard assessment shall be performed prior to every debris operation. Based on these findings, a Job Safety Analysis (JSA) shall be written and agreed to by all employees for the assigned work tasks, based on the hazards assessed. If job tasks change or new work is added, a new JSA shall be written and agreed to by all affected employees. JSAs shall be reviewed in the daily toolbox meetings prior to start of work each day. All JSAs shall be documented and kept on file and shall be available for review.

## Debris Collection Plan

### Priorities (III.D.2(d))

Critical facilities will be identified on a case-by-case basis as determined by the nature of the incident and its severity. Some standard city infrastructure and critical facilities found in the City of Holmes Beach include (see following map):

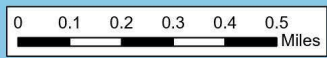
- West Manatee Fire District Station which also houses a County EMS ambulance
- City Hall
  - City Police Department
  - Emergency Communications Center
  - Public Works
- County Utilities/Lift Stations
- Major thoroughfares in the City
- Local streets
- Stormwater facilities
- City-owned parks (may be higher if utilized for response activities).

# City of Holmes Beach Government Properties



**Legend**

- City Hall / ECC / HBPD
- Primary Logistical Staging Area
- Public Works
- West Manatee Fire Rescue & EMS Station #4
- Private Telecommunications Facility
- 📶 Private Cell Tower
- 📖 Public Libraries
- Parks
- City of Holmes Beach



## Impact of Land Use and Geography of Island

The City of Holmes Beach is located on Anna Maria Island, a barrier island on the coast of Manatee County on the Gulf of Mexico. Overall, the island is approximately 7 miles long, north to south. Holmes Beach is the jurisdiction centrally located, with the City of Anna Maria to the north and Bradenton Beach to the south. The island has two access points via drawbridges on Manatee Avenue and Cortez Road. The island has one state thoroughfare road, SR 789 Gulf Drive that extends north to south and connects to Manatee Avenue and Cortez Road.

## Physical Geography

In Holmes Beach, floodplains are associated with the bodies of water surrounding Anna Maria Island, the Gulf of Mexico, Anna Maria Sound, Bimini Bay, and Tampa Bay. The island's high side is along the Gulf of Mexico, just east of the Gulf beaches. The topography gradually slopes to the east towards Lower Tampa Bay and the intracoastal waterway. The highest point above sea level is thirteen (13) feet. The total land mass is 1.91 square miles. Several areas along the island's east shorelines were developed with "finger canals", a common practice prior to most water quality regulations that allowed dredging of canals to create additional land for development. These canals are held in place via seawalls and are typically lined by housing development that includes private docks and motorboats.

## Land Uses

The City of Holmes Beach, like its neighboring municipalities to the north and south, is developed in a suburban fashion served by County potable water and sanitary sewer. The City has an adopted Comprehensive Plan, Future Land Use Map, Land Development Code, and Zoning map consistent with Florida Statutes. The land uses and densities of development are consistent with these regulations at the time they were developed.

The land uses within the City are made up of residential, commercial, public/semi-public (e.g., city hall, fire station, library, etc.), conservation (coastal wetlands), and preservation areas (beaches). The island has a limited number of buildings above 3 stories, as most are 1-3 story single-family dwelling units.

The city has approximately 357 properties that are commercial. Most of the island (261 properties) were developed and platted prior to the 1985 state changes to stormwater regulations, where there is limited stormwater attenuation, ponds, or treatment on this island before the stormwater flows into the bay. The conveyance systems which fall in City rights-of-way are maintained by the City.

The average year of a single-family home built in Holmes Beach is 1977, pre-FEMA requirements. Holmes Beach base flood elevations range from 7 to 11 feet in the “A” zones and 9 to 14 feet in the “V” zones. All property within Holmes Beach is in a designated special flood hazard area. All the island is within the Category A hurricane evacuation area.

The Manatee County Property Appraiser breaks down a wide variety of land use and dwelling unit types in the corresponding graphic on this page (April 2023 data). According to the 2020 US Census, there are approximately 4,163 housing units on the island. Most housing is single-family detached (37%), followed by condominiums (33%), and duplexes (16%) with other housing types (e.g., townhouse, etc.), making up the remaining (percentages are calculated from 2022 Manatee County Property Appraiser Data).

Building codes regulate the overall ability of the structure to sustain high winds. Newer homes are required to be built to sustain higher winds.

- Homes built on or after March 2012 are required to be built to sustain 150mph winds.
- Homes built between March 2002 and March 2012 were required to be built to sustain 130mph winds.
- Homes built before March 2002 were built to sustain 110mph winds on the coast.

Over 3,900 of the 4,570 residential units (including *all* types of residential) were constructed prior to 2002. Approximately 4,239 of the 4,570 residential units were constructed prior to 2012. This means only 7% of the residential units in Holmes

Land Use Description (Property Appraiser)	Count
Single Family Residential (1554)	1,685
Condominia Improved (1554)	1,511
Duplex (1554)	693
Improved Condo Common Area (1554)	277
Half Duplex/Paired Villa (1554)	156
Single Family Homes/Condominia (1554)	130
Multi-Family (3 to 9 Units) (1554)	126
Non Commercial Boat Slips (1554)	103
Vacant Residential Platted (1554)	98
Motel (1555)	88
Office Buildings-One Story (1555)	67
Townhouse (1554)	67
Multiple Unit Stores (1555)	60
Vacant Residential Tract/Unusable (1554)	60
Single Family Homes/Land Condo (1554)	56
Two or More Houses (1554)	53
Community Shopping Centers (1555)	34
Vacant Residential Common Area (1554)	26
Mixed Use Comm/Res (1555)	25
Attached Unit/Land Condo (1554)	23
Vacant Condo Common Area (1554)	20
Govt Owned Vacant Municipal (1555)	19
Vacant Residential w/Site Amen (1554)	17
Public Right-of-Way (1555)	16
Timeshare (1555)	14
Submerged Land-Boat Slip No Impr. (1555)	13
Municipal (1555)	10
Office Condominia Unit (1555)	8
Church (1555)	7
Financial Institutions (1555)	7
Vacant Institutional (1555)	7
Improved Residential Common Area (1554)	6
Marinas/Piers (1555)	6
State (1555)	5
County (1555)	4
Mixed Use Commercial (1555)	4
Res Related Amenities (1554)	4
Restaurants, Cafeterias (1555)	4
Rivers, Lakes, Submerged Lands (1555)	4
Vacant Commercial (1555)	4
Govt Owned Vac Public Cnty School(1555)	3
House Plus Duplex (1554)	3
Convenience Store w/Gas (1555)	2
Garage/Auto Body/Paint Shop (1555)	2
Stores, One Unit (1555)	2
Condo-Vacant Lot-Unbuilt Units (1554)	1
Convenience Store (1555)	1
Golf Courses, Driving Ranges (1555)	1
Govt Owned Public County School (1555)	1
Govt Owned Vacant County (1555)	1
Improved Comm. Condo Common Area (1554)	1
Mid-Range Service Hotel (1555)	1
Night Clubs, Lounges, Bars (1555)	1
Office Buildings-Multi Story (1555)	1
Parking Lots, Commercial (1555)	1
Retail Drugstore (1555)	1
Supermarkets (1555)	1
Utilities (1555)	1
Vac Unplatted <10 Ac (1554)	1
Vacant Res. Tract/Unusable 10+ Ac (1554)	1
Warehousing, Flex (1555)	1
<b>TOTAL</b>	<b>5,545</b>

Beach are constructed to the latest hurricane code requirements.

### Forecasted Debris

The US Army Corps of Engineers provides guidance on estimating the potential amount of debris to be expected post-disaster

(<https://www.usace.army.mil/Portals/2/docs/Emergency%20Ops/National%20Response%20Framework/Debris/Debris%20Team.zip>).

The debris model utilized a methodology developed from actual data from Hurricanes Frederick, Hugo, and Andrew. The estimates produced by the model are predicated to have an accuracy of +30% (accuracy limited due to the main variables inherent to the debris removal process). The primary factor used to estimate debris is the total number of households in the area. Other factors are cubic yards of debris generated per household per storm category, vegetative cover, commercial density, and precipitation. Household debris includes debris generated from damage to homes, contents, and surrounding landscaping. Vegetative cover includes all trees/shrubbery and other debris located in public rights-of-way. Commercial density includes debris generated by damage to non-residential buildings. Private contractors will remove most commercial related debris; however, disposal/reduction space is still required. The amount of precipitation generated by a storm has a direct relationship with debris quantities as wet storms cause ground saturation which increases tree fall.

### Forecasted Debris Types

Based upon the 2020 Manatee County's Comprehensive Emergency Management Plan (CEMP) the City of Holmes Beach is most vulnerable to the following **debris-generating** disasters:

- Hurricanes
- Thunderstorms
- Tornadoes
- Flooding
- Winter storms
- Environmental hazards (e.g., drought, freshwater flooding, wildfires, sea-level rise, sinkholes, etc.)
- Biological (e.g., Harmful Algal Blooms (HABs))

Natural disasters such as hurricanes, tornadoes and floods are expected to generate a variety of debris including but not limited to vegetative material, building materials, vehicles, personal property, soil, and hazardous substances. For most natural disasters, vegetative debris is expected to be produced in greater volumes than all other categories combined. Forecasting will be in accordance with the formulas listed in the debris model notes (Appendix G) or those utilized by the selected debris contractor.

### Estimated Debris Quantities

For planning purposes, the most intense scenario has been selected, which is a hurricane. The model assumes 1.8 persons per household, **yielding 386,131 cubic yards of debris**. The following table illustrates expected debris based upon category of hurricane (1 through 5) and level of precipitation.

		Precipitation	
		<i>None to Light</i>	<i>Medium to Heavy</i>
Storm Category	1	7,426	9,653
	2	29,702	38,613
	3	96,533	125,493
	4	185,640	241,332
	5	297,024	386,131

Please see the Holmes Beach Debris Model Notes in Appendix G for more information.

### Estimated Debris Locations

The location of debris generated from any disaster will depend on the location and type of the event experienced, as well as its severity, duration, and intensity. Except for the Gulf Beaches, conservation areas, and City and County parks, the island is mostly built out. The City is developed in a suburban development pattern with single-family residential development, with related commercial and other support uses. There are some low- and mid-rise buildings along the Gulf and intercoastal waterfronts.

The results of a Preliminary Damage Assessment (PDA) will more accurately estimate the overall volume of debris loading within each of the four (4) Disaster Debris Removal Zones, and these assessments may better if the existing permitted Temporary Debris Management Sites at City Field is to be opened, as based upon both needs and relative proximity to priority debris removal zones.

### Debris Removal Operations (III.D.2(b)) (III.D.2(e))

If a debris generating event occurs, the City will activate this DDMP, coordinate and track resources (public and private), begin documenting costs, and coordinate with the First-In Teams to establish priorities regarding allocation and use of available resources. The First-In Teams Standard Operating Guide in Appendix H provides operating guidance and First-In route maps.

Following a disaster, debris removal from private property will be the responsibility of the property owner and not performed by City staff or City contractors. However, if the size and magnitude of the storm generated debris on private property threatens public health and safety, presents a significant threat of further damage to public or private property, or prevents the economic recovery of the City, the City may elect to participate in a Private Property Debris Removal Program (PPDR). Please see the following section, *Private Property Debris Removal and Demolition* in this DDMP.

The City will be responsible for removing debris from City right-of-way. The County will be responsible for removing debris from its utilities, easements, lift-stations, etc. The State FDOT will be responsible for removing debris from State right-of-way. On public property, the debris removal will occur in two phases as follows.

### Phase I Emergency Response Phase - Debris Clearance

Phase I will include debris being moved or pushed off key roads to the side but within existing rights-of-way, opening travel lanes to provide access for emergency vehicles and resources into the impacted area. These are sometimes called “Cut and Toss” operations. The facilities in the Critical Facility list will also be addressed in Phase I. In general, such Phase I efforts are focused upon:

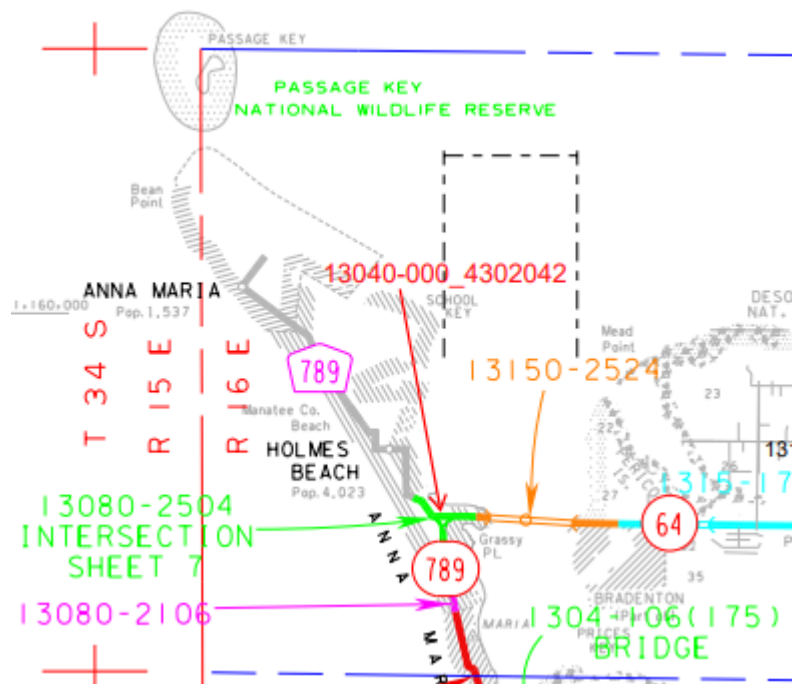
- Major Thoroughfares within the City
- City Hall – Police and Emergency Communications Center
- Fire and EMS Station - West Manatee Fire Rescue
- Public and Private Utilities (Manatee County operates potable water and sanitary sewer)

“Cut and Toss” will begin immediately following an event and involves the opening of arterial roads and collector streets by moving debris to the shoulders of the road. There is no attempt to physically remove or dispose of the debris, only to clear key access routes to expedite the following: movement of emergency vehicles; law enforcement; resumption of critical services; assessment of damage to key public facilities and utilities such the emergency communications center of City Hall and utilities. Debris that is cleared off roadways while performing “cut and toss” operations should be placed as close as possible to the edge of the roadway.

Special crews equipped with chain saws may be required to saw downed trees and clear roadways to provide access by emergency vehicles. This activity is hazardous, and common-sense safety considerations are necessary to reduce the chance of injury and possible loss of life. When live electric lines are involved, work crews will coordinate with local utility companies to have power lines de-energized for safety reasons.

Contact will also be made with FDOT to discuss the priority for clearance on State roads. The following is an excerpt from FDOT’s online right-of-way map tool. It shows which portions of the roads are FDOT and which are the responsibility of the City.

Equipment should be equipped with protective cabs. Contact will be made with Manatee County Utilities Department to coordinate operations associated with lift stations, etc. The County will be responsible for clearing debris on County rights-of-way and County-owned property. Driveway cutouts, fire hydrants, valves, utilities lift stations, and storm-water inlets will be left unobstructed. All personnel will have PPE (Appendix E) described in the Health and Safety Strategy section.



#### Phase II Recovery Phase - Debris Removal

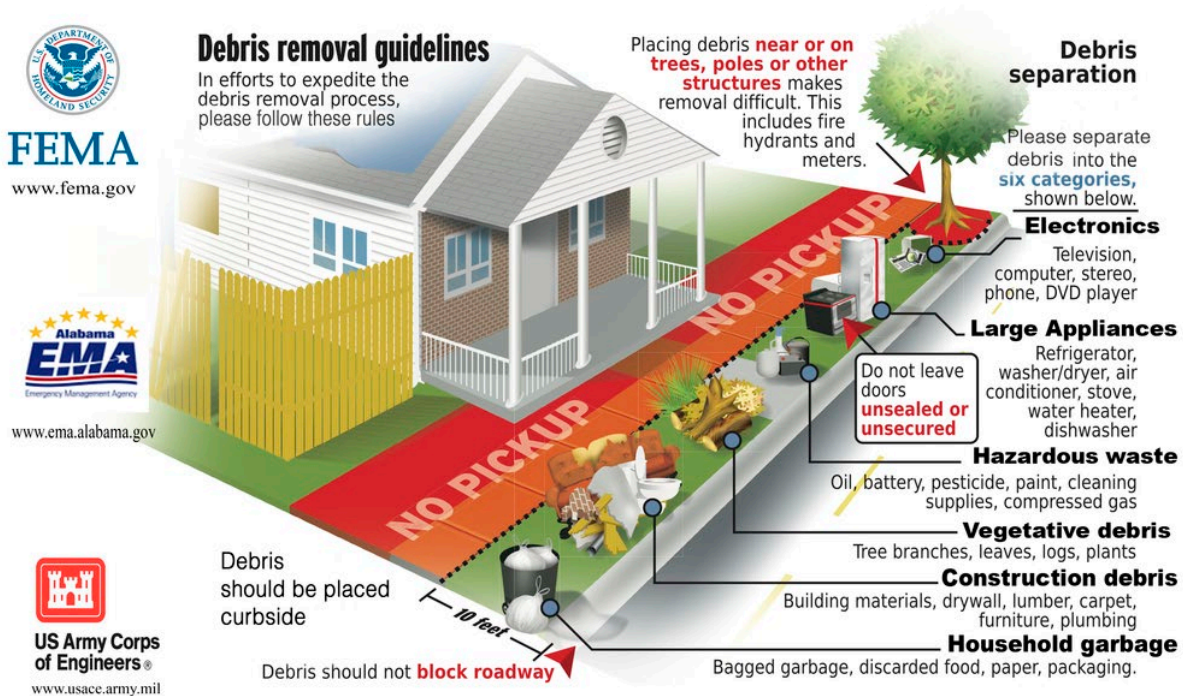
The recovery phase begins when the City or contractor begins removing debris from the rights-of-ways (Phase II). The following recovery checklist is essential to successful coordination and efficient recovery.

- Staff all Debris Management Site (TDMS) locations.
- Begin right-of-way (ROW) debris removal.

- Begin animal carcass removal.
- Conduct weekly meetings with FEMA and key personnel.
- Ensure compliance with all environmental and historical review requirements.
- Issue Media Press Release on Specialized Debris Removal Programs.
- Begin ROW hazardous tree removal (leaners/hangers/stumps).
- Coordinate Removal of Debris and Navigation Hazards from Waterways.
- Obtain FEMA Guidance for Gated Community and Private Property Debris Removal.
- Begin Debris Reduction.
- Initiate Haul-out.
- Notify FDEP of TDMS closure.
- Conduct project closeout meetings with FEMA and external agencies.

Once the 70-hour emergency push is complete, the City should allow the debris removal crews / contractors to proceed with ROW collection. During a major event the City will instruct residents to pile their disaster-related debris along the public right of way, not to interfere with travel. The debris should be separated by debris class to ensure efficient and proper disposal. These classifications of debris include vegetative, construction and demolition (C&D), household hazardous waste (HHW), and white goods. The debris should be segregated and documented in a fashion to allow for appropriate invoicing and reimbursement in accordance with contract line items.

Residents and businesses should be instructed to separate their debris into separate piles along their roadway as follows:



- Electronics: These have components that may be dangerous. Some parts may be able to be recycled.

- Appliances: Some have gases or other components that need special handling. (Appliances are sometimes called White Goods.)
- Hazardous material: Waste with properties that make it potentially harmful to human health or the environment.
- Vegetative material: Large piles of tree limbs and branches. Much of this can be burned or ground up and given back to the community as mulch. These measures reduce the amount of waste going into a landfill by 75 – 95 percent.
- Construction material: Damaged components of buildings and structures—wood, glass, metal, roofing material, tile, carpeting, concrete, equipment.
- Household garbage: Almost all foodstuff from a home will have spoiled without refrigeration.

Phase II will include curbside collection for areas not involving the Critical Facilities. Additional passes picking up vegetative material on non-critical roadways to get the City operational may be required. These subsequent passes will include collection of Household Hazardous Waste and White Goods. The debris removal contractor is responsible for clearing, removing, and transporting debris from the City Government designated areas as required to secure public safety. This includes the following tasks:

- Proper removal of all waste streams generated by the incident to include construction and demolition debris, hazardous materials, and white goods.
- Removal of fallen trees that originate from within the City-maintained ROW and those which extend onto the ROW from private property, at the point where it enters the ROW. This may include the removal of leaners, hangers, and hazardous stumps according to FEMA specifications.
- Providing all permits and services necessary for the containment, clean up, removal, transport, storage, testing, treatment and/or disposal of hazardous and industrial materials, including white goods, resulting from the event.
- Working closely with the City personnel, monitoring firm, FDEM, FEMA, NRCS, FDEP, and other agencies to ensure that debris collection, disposition, and all supporting data meet requirements for program eligibility and reimbursement.
- Provide all other services outlined in the contract and scope of services with the city.

### Debris Types & Collection Methods (III.D.2(f))

#### Vegetative Debris

Includes whole trees, tree stumps, tree branches, tree trunks and other leafy material. Some vegetative debris is also further defined by FEMA as hazardous trees, limbs, and stumps, as defined in Appendix I, Eligibility Documentation Requirements and outlined below.

#### Hazardous Trees

- Trees over 6" in diameter at 4.5' above the ground, and
  - leaning 30 degrees or
  - with over 50% of the crown damaged or
- Split trunk or exposed heartwood
- Hazardous Limbs
  - limbs over 2" in diameter measured at the break, and
  - still hanging in a tree and threatening a public use area

- Hazardous Stumps
  - Over 24" in diameter measured 2' above the ground; and
  - Over 50% or more of the root ball exposed.

#### *Vegetative Debris Collection Method*

The Debris Removal Contractor will pick up vegetative debris at loading sites throughout the City. Loading crews typically consist of loading equipment, such as a knuckle boom, will haul the debris from the ROW. Then, it will be brought to TDMS or final disposal sites. Debris will be tracked throughout the entire collection and disposal process.

Hazardous stumps, trees, and limbs need to be evaluated and documented before removal. Documentation includes GPS coordinates, photos, dimensions, and other information collected to ensure reimbursement. There are eligibility guidelines that must be followed to maximize reimbursement from federal agencies. See Appendix I for more detailed information on eligibility and documentation requirements. Removal forms must be completed to document removal, and can be found in Appendix I.

#### *Construction and Demolition (C&D)*

Includes damaged components of buildings and structures such as lumber and wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and floor coverings, window coverings, plastic pipe, concrete, fully cured asphalt, heating, ventilation and air conditioning systems and their components, light fixtures, small consumer appliances, equipment, furnishings, and fixtures.

#### *C&D Collection Method*

C&D debris will be picked up at loading sites, in areas identified in Section 1.5.3. C&D will be picked up in much the same way as vegetative debris. Vegetative debris and C&D debris will be segregated at the ROW by the debris removal crews. Unless circumstances prevent, C&D debris will be brought directly to FDEP approved disposal sites for final disposal. Section 4 has more information on disposal of C&D debris.

#### *Hazardous Waste*

Defined as material and products from institutional, commercial, industrial, and agricultural sources with properties that make it potentially harmful to human health or the environment, that contain certain chemicals with one or more of the following characteristics, as defined by the Environmental Protection Agency: 1) Toxic, 2) Flammable, 3) Corrosive; and/or 4) Reactive.

#### *Hazardous Waste Collection Method*

As defined in Section 3.3.1, waste considered hazardous or toxic will require coordination with the Environmental Protection Agency (EPA). The City's debris removal contractor will likely not be equipped to handle the removal of this type of debris. Requests for additional assistance and resources should be made to the State EOC through the County EOC. Requests for Federal assistance will be requested through the State Coordinating Officer (SCO) to the FEMA Federal Coordinating Officer (FCO). Typically, the EPA will manage the removal of Hazardous Waste.

#### *Household Hazardous Wastes (HHW) and Electronics*

Refers to hazardous products and materials that are used and disposed of by residential, rather than commercial or industrial consumers. These include used or leftover contents of consumer products that contain chemicals with one or more of the following characteristics, as defined by the Environmental Protection Agency: (1) Toxic, (2) Flammable, (3) Corrosive and/or (4) Reactive. Examples of household

hazardous waste include small quantities of normal household cleaning and maintenance products, latex and oil-based paint, cleaning solvents, gasoline, oils, swimming pool chemicals, pesticides, and propane gas cylinders.

#### *HHW and Electronics Collection Method*

The Debris Management Staff will coordinate removal of any hazardous waste and HHW with the Department of Public Health, the County as well as FDEP. FDEP contacts can be found in Appendix J. Depending on the severity of the event, the Debris Removal Contractor will remove and dispose of hazardous waste and HHW. If necessary, additional HHW contractors may be activated. This would be accomplished using the Household Hazardous Waste Collection and Disposal Services Contract found in Appendix K. Properly trained personnel will accomplish the removal of all hazardous waste and HHW.

These Items will require close attention throughout the debris removal and disposal process. HHW response teams will be assigned and respond ahead of any removal efforts. Appropriate coordination with regulatory agencies concerning possible regulatory waivers and other emergency response requirements will be adhered to. See Appendices K and L for more detail on HHW collection.

#### *White Goods*

Defined as discarded household appliances such as refrigerators, freezers, air conditioners, heat pumps, ovens, ranges, washing machines, clothes dryers, and water heaters.

#### *White Goods Collection Method*

White Goods will be handled by the Debris Removal Contractor. Many white goods contain ozone-depleting refrigerants, mercury, or compressor oils. The Clean Air Act prohibits the release of refrigerants into the atmosphere and requires that certified technicians extract refrigerants from white goods before they are disposed of or recycled. Contractor will follow all Federal, State, and local requirements concerning ozone-depleting refrigerants, mercury, or oils. Documentation of proper disposal may be required for Public Assistance grant consideration.

#### *Soil, Mud, and Sand*

Floods and storm surges often deposit soil, mud, and sand on improved public property and public ROW. Facilities commonly impacted by this type of debris may include streets, sidewalks, storm and sanitary sewers, water treatment facilities, drainage canals and basins. Sandbags used to protect against flooding may be contaminated with pollutants from flooded sewage treatment plants, pesticides, herbicides, and other chemicals.

#### *Soil, Mud, and Sand Collection Method*

The Debris Removal Contractor must ensure that only the disaster-generated silt and soils are removed. This requires an understanding of pre-disaster conditions as well as the documented maintenance of the affected area. Removal will be coordinated with appropriate agencies. Additionally, contaminated soils may require special handling depending on the contaminant. Document any contaminated soil issues to ensure proper handling, processing, and disposition. Verify that any contaminated disaster-generated soils are addressed by specialists from FDEP and/or EPA and managed appropriately in designated areas.

## Vehicles and Vessels

These consist of, but are not limited to, cars, trucks, motorcycles, recreational vehicles, recreational/commercial boats, personal watercraft, etc. Post-event, these may be located on land, private property, in rights-of-way, or damaged/sunk in canals and waterways.

### *Vehicles and Vessels Collection Method*

Vehicles and Vessels need to be evaluated and documented before removal. For the removal to be eligible for FEMA reimbursement, the following conditions must apply:

- The vehicle or vessel presents a hazard or immediate threat that blocks ingress/egress in a public use area.
- The vehicle or vessel is abandoned, meaning that it is not on the owner's property and ownership is undetermined.
- Follow local ordinances and State law in securing ownership of the abandoned property.
- Verify chain of custody, transport, and disposal of the vehicle or vessel.

At the least, every attempt should be made to determine ownership, and if determined, the owner should be contacted and should be responsible for the removal. If the owner cannot be determined, then the County can remove and seek reimbursement from FEMA. All supporting documentation relating to the removal must be submitted to FEMA for grant consideration.

For navigational vessels, the City will coordinate with County and State agencies, and comply with local laws governing navigational vessel removal. Requests for additional assistance and resources should be made to the State EOC through the County EOC. Requests for Federal assistance will be requested through the State Coordinating Officer (SCO) to the FEMA Federal Coordinating Officer (FCO).

When Vehicles and Vessels are abandoned on public Right of Ways, the County's debris removal contractor will remove them and bring them to storage sites before determining final disposal methods. The storage sites for vehicles and vessels should be located close to the areas where the majority of these are located, to reduce haul distances. Storage sites will preferably be paved, as the vehicles and vessels may have residual oils and gas present, and will also need to be secured, typically with fencing and locked gates.

## Canals and Waterways

There are approximately 30 canals within the City limits. Most of these are man-made finger canals, developed by dredging and have single-family homes along them with boat docks (see map in appendix N). While debris removal on public property is typically a FEMA reimbursable expense, responsibility for debris removal in private canals and other areas can be more complicated. The following bullets are from Monroe County's PDRP which provides some guidance on creative solutions to ensure a successful marine debris removal response.

- FEMA is a last resort. Use other funding sources tied to natural resource conservation that are broader in scope. Review ALL resources available in a Congressional Appropriation and the requirements for each.
- Funding from the US Department of Agriculture should be considered in addition to environmental restoration, this should be presented as a flood capacity issue.
- U.S. Coast Guard can address navigable waterways such as intercoastal waterways or ports.

- U.S. Coast Guard can remove derelict vessels under the premise that they are polluting waterways with gas and oil.
- Monroe County passed an ordinance to create “public use canals” which provided the authority for the county to remove debris in private canals.

The following table illustrates important Local, State, and Federal resources to support debris removal from canals and waterbodies.

<b>Resource</b>	<b>Relationship to Long-term Marine Debris Removal</b>
USDA Natural Resources Conservation Services Grant	USDA has an Emergency Watershed Protection Program to assist with marine debris. This grant was used successfully for a similar purpose following Hurricane Georges in Monroe County.
USCG and FFWCC Derelict Vessel Removal	The US Coast Guard supported debris removal in navigable waterways, such as intercoastal waterways or ports. This includes derelict vessels. In addition, the Florida Fish and Wildlife Conservation Commission supported the removal of Derelict Vessels.
Lobster Trap Removal – Florida Sea Grant and FWC	After an event, approach Florida Sea Grant about conducting aerial reconnaissance mapping of displaced traps to assist with proper removal. Using the various Trap Retrieval Programs and the Derelict Trap and Trap Debris Removal Program through FWC, traps can be removed.
FEMA – Public Assistance	While the FEMA Public Assistance program can be a resource, it is difficult to use for marine debris removal. First, it is a reimbursement process that can take many months or years to complete requiring local governments to cover costs upfront. Second, the community must have documentation to support that the debris is directly tied to the Hurricane Impact. Without proper studies to show that the debris was not there prior to the storm, a community may risk not getting reimbursed for these costs.
Volunteer Groups	The Tampa Bay Area has various volunteer groups (e.g., Keep Manatee Beautiful, Tampa Bay Watch, AMI Turtle Watch, etc.) that perform marine-based cleanups annually and should be included in pre-event planning scenarios.
FFWCC - Fisheries Disaster Funding	Following Hurricane Irma, the National Oceanic and Atmospheric Administration (NOAA) allocated nearly \$45 million through the Florida Wildlife Commission to provide relief for businesses that rely on Florida’s commercial and recreational fishing industry. Ten types of projects were funded under this grant including: <ol style="list-style-type: none"> <li>1. Lobster Trap Replacement</li> <li>2. Direct Payouts to Commercial Fisherman</li> <li>3. Redundant Power Supplies for Wholesale Dealers</li> <li>4. Improvement or Uninsured Repair to Wholesale Dealers</li> <li>5. Direct Payouts to Wholesale Dealers</li> <li>6. Direct Payouts to Charter Boat Businesses</li> <li>7. Coastal Habitat Restoration</li> <li>8. Marine Debris Recovery</li> <li>9. Florida Marine Fisheries Infrastructure Recovery Grant Program</li> </ol>

	10. Coral Rescue, Spawning, Larval Propagation and Brooding. This approach should be requested through the EOC to legislative channels.
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The City of Holmes Beach Recovery Plan has additional items within its “Action Plan Matrix” to address short- and long-term recovery planning and some preparations to potentially make these operations more efficient.

#### Damaged Utilities

Standing broken utility poles, damaged and downed utility poles, and appurtenances, transformers, and other electrical material

##### *Damaged Utilities Collection Method*

Standing broken utility poles, damaged and downed utility poles, and appurtenances, transformers, and other electrical material will be reported to the coordinating agency representative and/or Florida Power representative. Emergency workers shall exercise due caution with existing overhead and underground utilities and above ground appurtenances and advise the appropriate authorities and/or Florida Power representative of any situation that poses a health or safety risk to workers on site or to the general population.

#### Putrescent Debris

Any debris that will decompose or rot, such as animal carcasses and other fleshy organic matter.

##### *Putrescent Debris Collection Method*

Putrescent debris handling must comply with applicable Federal, State, and local requirements. Requests for additional assistance and resources should be made to the State EOC through the County EOC. Removal shall be coordinated with the Florida Department of Agriculture, Plaza Level 10, The Capitol, 400 S. Monroe Street, Tallahassee, FL, 32399-0800, ph. 1-800-435-7352.

For post-hurricane debris, the City will be accomplishing one push through contracted forces and limiting the debris pick up to vegetative materials. Load tickets will be used as reimbursement documentation for the ROW debris removal program. Typically, debris removal progress is tracked daily by progress maps and reporting. The debris removal contractor will be responsible for the proper collection and disposal of all hazardous waste and white goods in accordance with Federal, State, and local regulations and disaster specific guidance.

Deadlines for the placement of materials along the curbside, and the number of passes for collection of the materials will be determined by the Mayor and applicable FEMA guidelines.

Debris may be transported to temporary debris collection sites, also called Debris Management Temporary Debris Staging and Reduction (TDMS) Sites. These may be located on the island or off-island depending upon the extent of the disaster, availability of suitable property, etc.

## Temporary Debris Management Sites (TDMS)

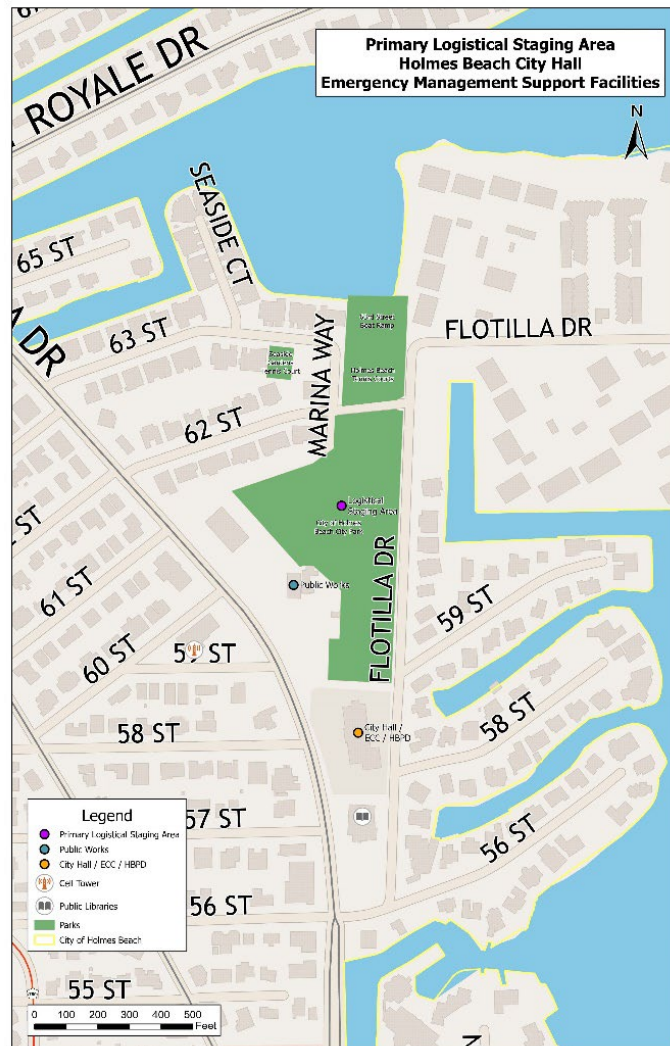
A debris management site is a temporary, permitted site to manage disaster debris, ideally identified prior to a disaster event. Disaster temporary debris management sites may allow for more efficient debris collection and allow the City to stage debris for volume reduction, reuse, or recycling. The main temporary debris management site is adjacent to City Hall (see following graphic). Due to the limited amount of available open space and public land within the City, this approximately 3.5-acre City-owned park and open space area is also identified potentially for other uses (e.g., logistical staging area, helicopter landing site, etc.).

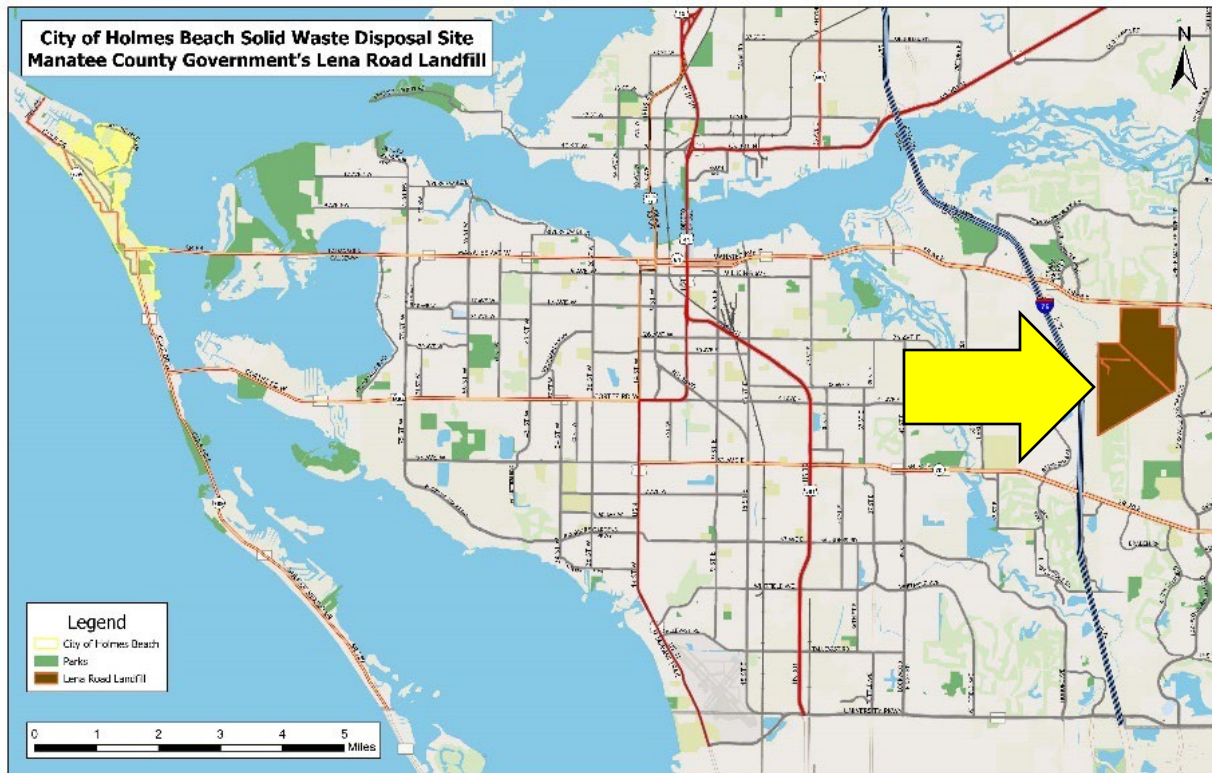
The main function of this temporary debris management site is for the City's use in temporary storage and volume reduction / mulching of vegetative debris.

Due to the size of the island and City area, alternative temporary debris management sites for the City do not exist on the island. They could include the County's main landfill, Lena Road Landfill, located in central Manatee County off State Road 64 (see following map) or other FEMA approved site.

A temporary debris management site(s) (TDMS) may have to be established to temporarily collect, store, and sort the debris from a disaster until the debris is removed. On-island sites include previously mentioned candidate locations. Alternatively, off-island sites include coordination with other cities or the County and their debris management plan(s).

The City and the monitoring firm will staff all debris management sites. The City / monitoring firm will be responsible for implementing DMS safety requirements, enforcing contractor compliance with contract requirements and debris collection, determining, and recording load quantities, and documenting scale calibration and equipment details. Debris will be segregated in designated areas so that storage, reduction, and final disposal can be properly tracked for reimbursement purposes.





### Permitting Temporary Debris Management Sites

These sites conduct reduction and recycling activities and operate disposal facilities. Like any other new land use, TDMS's will require permitting and approval and permitting by various agencies. The planning process should identify the potential permits that may be required and include procedures for obtaining them. Local regulatory authorities, the State environmental office, and the EPA can be valuable resources in identifying requirements. Specific permits and approvals that may be required include:

- City land use approval
- FDOT and FDEP for solid waste hauling
- FDEP air and/or water quality permits
- SWFWMD permits
- FL Department of Health permits
- Fire department permits

The opening of any sites will be determined by the City staff, and the sites will be operated by the debris removal contractors. Opening and closing of sites will be coordinated with FDEP. All sites must be approved by FDEP before operations begin. The City has identified one site at City Field and has received pre-authorization letters (Appendix M) from FDEP approving this site for use. Although pre-authorized, FDEP must still be notified if the sites is opened.

Alternate sites will be required to be approved by FDEP. If the debris removal contractor locates and secures alternate sites, the contractor will complete applications for these sites in coordination with the City's debris monitor. The City staff will then submit applications to FDEP. Applications for site authorizations can be made through:

Steven Morgan

[Steve.Morgan@dep.state.fl.us](mailto:Steve.Morgan@dep.state.fl.us) or at

FDEP Southwest District Office

13051 North Telecom Parkway

Temple Terrace, FL 33637-0926

To apply to FDEP for authorizations for TDMS Sites, the following must be provided:

- The name and address of the staging area, including nearest city or town.
- GPS coordinates (degrees, minutes, seconds).
- Aerial photograph or GIS mapping, if available.
- Government affiliation.
- Contractor or City designee who will manage Site.
- Site manager and contact information.
- Types of operations expected to occur at the Site, such as storage of specific types of waste, mulching and/or burning of vegetative debris. (Note: If burning operations are planned, notify the appropriate FDEP District's Air Resource Program prior to doing so.
- Basic directions to site (This is needed if address may be difficult to locate using internet mapping software).
- Note if the staging area has been approved by FDEP in the past.

The following criteria can be used to evaluate potential sites:

- Site Ownership:
  - Use public lands to avoid costly leases and trespassing allegations. Use private land only if public sites are unavailable.
- Site Location:
  - Consider impact of noise, dust, and traffic.
  - Consider pre-existing site conditions.
  - Look for good ingress/egress at site(s).
  - Consider impact on ground water.
  - Consider site size based on:
    - Expected volume of debris to be collected.
    - Planned volume reduction methods.
  - Avoid environmentally sensitive areas, such as:
    - Wetlands
    - Rare and critical animals or plant species.
    - Well fields and surface water supplies.
    - Historical/archaeological sites.
    - Sites near residential areas, schools, churches, hospitals, and other sensitive areas.

## Temporary Debris Management Site Characteristics

There are many things that need to be considered with respect to TDMS operations. As part of the site selection process, City staff will verify that several environmental considerations and requirements have been satisfied:

- The site should not be in a wetland, floodplain, or other environmentally sensitive or protected area.
- The site should be free of any protected species.
- Ingress/egress and queuing at the monitoring tower is important to address. The tower should be placed far enough into the site to contain the queuing within the site. This will prevent trucks from overflowing into the adjacent roadways, creating unsafe traffic conditions.
- The ingress/egress needs to have sufficient width, radius, and grade to accommodate large tractor trailers.
- Flagmen should be used at the ingress/egress points to protect both the public and the contractors.
- Adequate debris offloading and storage areas need to be provided.
- Silt fence should be used to control any sedimentation. Dust and any woodchips from the site should also be controlled.
- Security cameras and security fencing need to be provided to prevent any unauthorized dumping.
- Electrical service for scales, cameras, and any job trailers.

The City has permitted one at City Field, which currently serves as the City's open space and recreation area. The City is built-out with limited open space or available land areas on the island.

## Temporary Debris Management Sites & Environmental Monitoring

Baseline data should be collected at the site prior to any use which includes (1) video recording and/or photographing the site; (2) documenting physical features; (3) investigating any historical significance; and (4) taking soil, water, and air samples prior to initiating debris operations on the site.

Once in operation, periodic environmental sampling to evaluate the environmental conditions of the site on a periodic basis should occur. This will provide feedback to determine if the operations are adversely affecting the site and the surrounding environment. The data can be compared to previously gathered information to determine any necessary remediation measures. Environmental monitoring consists of: (1) taking soil, water, and air samples throughout operations (as required by permits); (2) periodically sketching activity locations within the site for future reference (activity locations may shift over time); and (3) documenting specific incidents that could affect site closeout, e.g., fuel spills.

## Debris Management Site Management and Operation

The debris removal contractor is responsible for preparing TDMS locations and furnishing all labor, materials, and equipment to accomplish the following tasks:

- Proper ingress/egress for all vehicular and truck traffic to the site.

- Construction of disposal towers at all TDMS entry and exit locations in compliance with all OSHA and City Government requirements.
- Designating separate areas within the TDMS for staging, reduction, and decontamination of various debris streams.
- Training all sub-contractors in proper procedures and processes related to eligibility, FEMA requirements, NRCS requirements, and safety protocols.
- Returning TDMS site to baseline condition and performing all environmental close-out testing, including soil and water testing, in compliance with FDEP regulations.

#### Role of Debris Removal Contractor

Upon site activation, the debris removal contractor will mobilize resources to the area. At the staging location, the monitoring firm will check-in and certify all contractor trucks and equipment to properly document equipment registration, driver credentials, and capacity in accordance with FEMA regulations. The debris removal contractor is responsible for reporting changes in equipment operators, structural components of debris trucks, or vehicle registration to the monitoring firm for recertification.

#### Site Monitoring

The Collection Monitor's primary responsibility will be to observe, document, and substantiate the removal of eligible storm debris from City-maintained ROW, waterways, and other collection zones identified and approved by the City. The Collection Monitor will complete a load ticket for each full truckload before it leaves the collection area for disposal to document debris type, location, and quantity to substantiate the City's request for reimbursement. The Collection Monitor will include the following information on the loading site portion of the ticket:

- Applicant name
- Disaster declaration number
- Name of contractor
- Truck certification number
- Truck capacity
- Location of debris (complete address or GPS coordinates)
- Time and date of collection
- Monitor name
- Debris classification

#### Debris Disposal Site Monitoring

The disposal site is Manatee County Government's Lena Road Landfill or an alternative site designated and permitted by FDEP. For example, in 2022 with Hurricane Ian debris, an alternative site was utilized. The City's Disposal Site Monitor will be present at temporary and final TDMS locations where debris from the City is disposed. TDMS Monitors are responsible for completing the load ticket and debris volumes that have been transported to the TDMS for processing and storage or final disposal. The Disposal Site Monitor will also verify the information on the ticket matches the information on the truck placard as well as visually inspecting the load for eligibility. The Disposal Site Monitor will make a percentage "load call" based on the volume of debris loaded in the truck and complete the load ticket with the following information:

- Load percentage or weight

- Disposal location
- Disposal date
- Disposal Monitor name

The Disposal Monitor will be responsible for retaining the City copy of the load ticket. Truck drivers and Contractor will be given copies of each ticket for invoicing and record keeping (see attachments).

## Reporting

Daily operations at the site should include a daily report on any hazardous spills, remediation actions, and equipment maintenance. Documenting equipment maintenance is important for preventing accidents that may impact the environment, e.g., spills of hydraulic fluid. This information is also important for site safety, site closure, and for complying with regulatory reporting requirements.

## Temporary Debris Management Site Closure

When temporary debris management site operations are complete, the site will need to be restored to a suitable state, which requires compliance with the various Federal, State, and local permit requirements. The final environmental study is an extension of the temporary debris management site monitoring. It includes final sampling and testing for contamination in the groundwater, soil, and air (as applicable and required in permits). The results of these tests are compared to the baseline data. Final site documentation should include the initial baseline data and final assessment data, in the event there are future questions regarding the condition of the site prior to the operations and the condition to which it was returned. In situations where land for a temporary debris management site has been leased, the City should ensure that there is a process for legally returning the site to the owner.

## Methods of Debris Collection

There are several methods the City will utilize to collect disaster debris as follows.

### Curbside Collection

Post-disaster, a public information campaign will communicate instructions to the public on when, how, and what needs to be done to prepare for curbside collection. Typically, curbside debris collection is subdivided into two categories:

**Source-segregated debris** – Residents sort debris by material type and place it at the curb in separate piles for collection. Trucks designated for a particular debris type then collect the assigned debris. This method may require more trucks to collect the different types of debris; however, the cost of that increased effort may be offset by avoiding the effort to separate the debris later, if separation is necessary prior to reduction, recycling, and disposal. This method is important when collecting hazardous and environmentally sensitive debris, such as household hazardous waste and white goods.

**Mixed debris** – Residents place a mixture of various debris types at the curb for collection. This method is the most convenient for the public but may result in greater effort and cost of some degree if later separation is necessary prior to reduction, recycling, and disposal. Even if the mixed debris is directly disposed of at a landfill, a higher cost may be incurred because debris that could have been reduced or recycled is brought directly to the landfill.

### Community Drop-off Bins/Collection centers

The City may opt to place bins on public rights-of-way or on other City properties where residents can place disaster debris. Separate bins can be designated to collect specific materials. Monitoring/oversight will be provided to keep inappropriate waste from entering the debris stream and the introduction of unintended items such as hazardous materials.

### Roundups for Specific Debris Types

The City may also facilitate public drop-off of specific types of debris at a designated site. This method is like roundups during non-disaster periods that allow the public to legally dispose of materials like household hazardous waste. Roundups for specific debris types are typically used for debris requiring special handling, such as household hazardous waste and electronic waste.

### Monitoring Collection Efficiency

The following is the approach that will be used to evaluate the efficiency and effectiveness of the debris collection methods:

- Review debris collection routes, including frequency of collection, number of routes, and planned completion date.
- Review recycling activities, including types of items being recycled and the cost effectiveness of recycling versus landfill disposal.

### Post-Collection Debris Operations

The following describes the plan for debris reduction, recycling, and disposal.

#### Recycling Disaster Debris

Recycling disaster-related debris has financial and environmental advantages. Recycling can decrease the overall cost of a debris removal operation by reducing the amount of material that is taken to a landfill. This diminishes the cost of final disposal in the form of tipping fees. Recycling should be considered early in the debris removal and disposal operation.

All debris removed by the debris removal contractors will be the property of the City, and the City will retain any revenues generated by debris recycling. The process for documenting recycling activities can be found in Appendix O. Additionally, recycling revenues can be used for the activities listed in Appendix P.

Some typical types of disaster-related debris that can be recycled are:

- **Metals:** Hurricanes and tornadoes may cause extensive damage to mobile homes, sun porches, and green houses. Most of the metals are non-ferrous and suitable for recycling. Trailer frames and other ferrous metals are also suitable for recycling. Metals can be separated using an electromagnet. Metals that have been processed for recycling can be sold to metal recycling firms.
- **Sand:** Large amounts of sand can be recovered if the material is put through some type of screen or shaker system. This procedure can produce significant amounts of clean sand that can be recycled and placed back on to beaches. Monitoring and testing of the sand may be necessary to ensure that it is not contaminated.
- **Wood:** Wood, or vegetative debris, can be either ground or chipped into mulch. Mulch can be used as a beneficial material in a variety of ways, including in landfills for daily cover, waste to energy

facilities, for private facilities that conduct mulching operations, and even as cover in agricultural areas. Coordinate with FDEP on final disposal of mulch if not in a permitted disposal facility.

- Construction Materials: Concrete block and other building materials can be ground and used for other purposes. Construction materials and wood can also be shredded to reduce volume. This construction material could also be used for road building material, or even in coastal applications.

Under FEMA's Public Assistance Alternative Procedures Pilot Program for Debris Removal (appendix V), revenues from the recycling of storm debris may be retained by the jurisdiction. The revenue derived from any recycling must be used for approved purposes and the costs of recycling cannot be claimed.

## Private Property Debris Removal and Demolition

Debris located on private property is typically the responsibility of the owner. This section reviews issues related to the debris removal and demolition on private property to include:

- Types of private property
- Private property removal criteria
- Private property removal procedure
- Demolition of private structures criteria
- Demolition of private structures procedure

FEMA long term recovery operations will provide information to private home and business owners as to any assistance they may qualify for under the FEMA Individual Assistance Program which will be made available after resolving any of their insurance providers' coverage in the event of a Presidential Declared Disaster which includes Public Assistance. Debris removal on private property and within gated communities should be avoided. It is generally not eligible for reimbursement from FEMA but can be considered on a case-by-case basis.

### Types of Private Property

There are important legal, financial, and political concerns involved when considering private property debris removal and demolition of private structures. The following are potential types of private property within the City of Holmes Beach:

- Residential private property
- Commercial private property
- Gated communities with own/private roads & infrastructure
- Marinas

Private property laws generally limit when the City can conduct activities on privately-owned property. However, in situations where the public is exposed to immediate health or safety threats, jurisdictions may need to take specific actions allowed by law to address the threats.

### Entry onto Private Property

When large-scale disaster events cause mass destruction and generate large quantities of debris over vast areas, debris on private property may sometimes pose health and safety threats to the public-at-large. If private property owners are not available because they have evacuated, the City, County, or State government may need to enter private property to remove debris considered to be an immediate threat to the lives, health, and safety of its residents. Before any of this work commences, close coordination and approval from FEMA is required.

### Private Property Debris Removal (PPDR) Procedure

If PPDR is authorized, the debris removed from private property must still follow guidance on eligibility. Eligible debris removal work from private property includes removal of:

- Large piles of disaster-generated debris in the living, recreational, and working areas of properties in urban, suburban, and rural areas, including large lots.
- Disaster-generated debris obstructing primary ingress and egress routes to improved property.

- Disaster-damaged limbs and leaning trees in danger of falling on improved property, primary ingress or egress routes, or public rights-of-way.
  - Hazardous tree removal is eligible only if the tree is greater than six inches in diameter (measured at diameter breast height) and:
    - has more than 50% of the crown damaged or destroyed, or;
    - has split trunk or broken branches that expose heartwood, or; the tree itself is leaning at an angle greater than 30 degrees and shows evidence of ground disturbance.
    - Hazardous limb removal is eligible only if the limb is greater than two inches in diameter measured at the point of break.
- Debris created by the removal of damaged interior and exterior materials from improved property.
- Household hazardous wastes (such as household cleaning supplies, insecticides, herbicides, etc.)
- Disaster-generated debris on private roads and streets of a gated community, provided that the removal of the debris has become the legal responsibility of an eligible applicant.

Ineligible debris removal work on private property includes the removal of:

- Debris from vacant lots, forests, heavily wooded areas, unimproved property, and unused areas.
- Debris on agricultural lands used for crops or livestock.
- Concrete slabs or foundations-on-grade.
- Reconstruction debris consisting of materials used in the reconstruction of disaster-damaged improved property.

### [FEMA PPDR Approval Procedure](#)

If the City needs to perform private property debris removal, the following needs to occur first to help ensure federal reimbursement. If not done correctly, all federal funding can be jeopardized.

- FEMA will work with States affected by large-scale disasters to designate those areas where the debris is so widespread that removal of debris from private property is in the public interest on a case-by-case basis.
- If any of these designated areas are located within the City, prior to commencement of work, the City will submit a written request to the FCO seeking approval for reimbursement for PPDR.
- The City will provide documentation confirming that an immediate threat to the public exists as well as evidence of its legal responsibility to enter private property to eliminate the threat posed by the debris.

Specifically, the following procedure (from the FEMA Public Assistance Debris Management Guide, FEMA P-325/July 2007) must be followed to receive reimbursement from FEMA for PPDR:

## Immediate Threat Determination

The applicant must provide documentation from the applicant's public health authority or other public entity with legal authority stating that disaster-generated debris on private property in the designated area constitutes an immediate threat to life, public health, and safety.

The applicant may also provide documentation stating that the debris poses an immediate threat to improved property and that its removal is cost effective. The cost to remove the debris should be less than the cost of the potential damage to the improved property for the debris removal to be eligible.

## Documentation of Legal Responsibility

The applicant must demonstrate its authority and legal responsibility to enter private property to remove debris. The legal basis for this responsibility must be established by law, ordinance, or code at the time of the disaster and must be relevant to the post-disaster condition representing an immediate threat to life, public health, and safety, and not merely define the applicant's uniform level of services. Typically, solid waste disposal ordinances are considered part of an applicant's uniform level of services.

Applicants ordinarily rely on condemnation and/or nuisance abatement authorities to obtain legal responsibility prior to the commencement of debris removal work. There may be circumstances where the applicant determines that ordinary condemnation and/or nuisance abatement procedures are too time consuming to address an immediate public health and safety threat. Applicants do not have to precisely follow their nuisance abatement procedures, or other ordinances, that would prevent the applicant from taking emergency protective measures to protect public health and safety.

In addition to providing documentation detailing an applicant's immediate threat determination and legal responsibility to remove debris from private property, the applicant must confirm that a legally authorized official has ordered the exercise of public authority to enter private property to perform PPDR. The applicant must also submit in its request indemnification to the Federal government and its employees, agents, and contractors from any claims arising from the removal of debris from private property.

The FCO will approve or disapprove in writing each applicant's request for Public Assistance to perform PPDR. If approval is granted, applicants should immediately begin identifying properties for PPDR work and establishing specific scopes of work on each of these properties.

## PPDR Documentation Requirements

If PPDR is authorized and considered for Public Assistance grant funding, the City will properly document all legal processes used to gain access to private property, as well as document applicable scopes of work, and compliance with Federal, State, County, and local environmental and historic preservation review requirements. The City will work with the FEMA Public Assistance staff prior to the commencement of any PPDR work to ensure that all legal, environmental, historic, and scope of work considerations are addressed.

The following documents are necessary for Public Assistance funding for PPDR work:

1. **Right-of-Entry.** A right-of-entry (see Appendix Q) signed by the property owner should include a hold harmless agreement and indemnification applicable to the project's scope-of-

work. FEMA's Office of Chief Counsel (OCC) should review the right-of-entry form and the language of the hold harmless agreement and indemnification. The City will also verify insurance coverage before conducting any PPDR.

2. **Photos** are strongly encouraged to show the condition of the property prior to the beginning of the work. Generally, pictures are used to confirm the address and identified scope-of-work on the property.
3. **PPDR Assessment** is a property-specific assessment which establishes the scope of eligible work. This may be a map which serves as a guide indicating the location of the eligible items of work that present an immediate threat relative to improved property or ingress and egress routes. These maps may incorporate symbols and a legend to identify structures, property lines, and eligible items of work. This assessment may also be a work order or may be covered in the right-of-entry form, if the scope of work can be clearly identified.
4. **Documentation of Environmental and Historic Review.** Debris removal work from private property must satisfy compliance review requirements as established by 44 CFR Parts 9 and 10 and all other applicable Federal environmental and historic preservation requirements.

### Demolition of Private Structures

The City may need to enter private property to demolish private structures made unsafe by disasters to eliminate immediate threats to life, public health, and safety. In some cases, the costs of performing demolition of private structures may be eligible for Public Assistance grant funding. Typically, the demolition of private structures to eliminate immediate threats is authorized under Section 403(a)(3)(E) of the Stafford Act.

FEMA will consider alternative measures to eliminate threats to life, public health, and safety posed by disaster-damaged unsafe structures, including fencing off unsafe structures and restricting access, when evaluating requests for Public Assistance grant funding for demolition work. The Public Assistance staff must also concur that the demolition of unsafe structures and removal of demolition debris are in the public interest.

The demolition of unsafe privately owned structures and subsequent removal of demolition debris may be eligible when the following conditions are met:

- The structures were damaged and made unsafe by the declared disaster and are located in the area of the disaster declaration.
- The City Building Official certifies that the structures are determined to be unsafe and pose an immediate threat to the public. An unsafe structure is a non-commercial or non-industrial structure that threatens the life, health, or safety of the public because the structure is so damaged or structurally unsafe that partial or complete collapse is imminent. This certification may be made by the City's building inspector and may be based on a structural assessment in accordance with local ordinances and building codes.
- The City has demonstrated that it has a legal responsibility to perform the demolition. Like private property debris removal, the City must demonstrate its authority and legal responsibility to enter private property to perform demolition of unsafe structures. The legal basis for this

responsibility must be established by law, ordinance, or code at the time of the disaster and must be relevant to the post-disaster condition representing an immediate threat to life, public health, and safety, and not merely define the City uniform level of services.

- A legally authorized official has ordered the demolition of unsafe structures and removal of demolition debris.
- The City has indemnified the Federal government and its employees, agents, and contractors from any claims arising from the demolition work.
- The demolition work is completed within the completion deadlines outlined in 44 CFR §206.204 for emergency work.

Before the demolition of any structures begins, the City will coordinate with the State Historic Preservation Officer (SHPO) to confirm that none of the structures are of a historic nature. If damaged structures are identified as being on the historic register, the City will coordinate all activities with the SHPO.

#### Eligible Demolition Costs

**Eligible** costs associated with the demolition of private structures include:

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

#### Ineligible Demolition Costs

**Ineligible** costs associated with the demolition of private structures include:

- Removal of slabs or foundations, except in very unusual circumstances, such as when disaster-related erosion under slabs on a hillside causes an immediate public health and safety threat, and/or
- Removal of pads and driveways.

Structures condemned as safety hazards before the disaster are not eligible for demolition and subsequent demolition debris removal under Public Assistance grant authority.

## Documentation Requirement for Demolitions

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

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

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

## Federal Funding Considerations

If the City is pursuing or may pursue FEMA PA Program funding for debris-related work under a Federal major disaster or emergency declaration, Federal funding considerations must be addressed.

Time and materials contracts - 2 CFR Part 200 states that time and materials contracts may be used only after a determination that no other contract type is suitable, and that time and materials contracts must include a ceiling price that the contractor exceeds at its own risk. This type of contract should be avoided but may be allowed for work that is necessary immediately after the disaster has occurred when a clear scope of work cannot be developed. In a Federally declared disaster, reimbursement of time and materials contracts under the FEMA PA Program is generally limited to a reasonable time frame.

Piggyback contracting - A contracting procedure where a jurisdiction adopts or extends for their use a contract that was procured by another entity. FEMA does not favor "piggyback contracting," as the variables associated with the contract scope of work and costs generally make this an option to be avoided. The competitive procurement requirements of 2 CFR Part 200 are also a prime concern. Piggyback contracting may be legal under applicable State law; however, the use of such a contracting procedure may jeopardize FEMA PA Program funding.

Cost plus percentage of cost contracts - 2 CFR Part 200 prohibits the use of cost-plus percentage of cost contracts. Use of such contracts may result in FEMA PA Program funding being limited to an amount determined to be reasonable based on the eligible work performed.

Contracts with debarred contractors - Prohibited pursuant to 2 CFR Part 200. No Federal funding can be awarded for work completed.

## Monitoring Contracted Services

Monitoring of contracted services involves comprehensive observation of contractor activities to ensure that contractors perform work efficiently and in accordance with the terms of the contract. This debris management plan includes procedures for monitoring contractor activities. Specific topics include:

- Organizational structure and reporting relationships for monitoring personnel.
- Debris monitor training requirements.
- Examples of debris monitoring documents and reports, including references to any electronic tracking and reporting tools.
- Specific debris monitoring procedures, based on contract type and contract scope.
- A list of required debris monitor equipment and supplies, including personal protective equipment and special tools such as Global Positioning System (GPS) units.

In cases where FEMA PA Program funding is involved, failure to implement and document adequate controls such as monitoring may jeopardize funding.

### Monitoring Procedures

The specific monitoring procedures necessary for contracted services depend on the type of contract involved.

Time and materials contract – Monitoring procedures for a time and materials contract focus on validating the time worked, equipment used, and materials consumed. Common areas of concern include time management by contractor personnel and use of appropriate equipment.

Unit price contract – Validation of the quantity and quality of the units of work completed is the focus of unit price contract monitoring procedures. Common areas of concern include accurate documentation on quantities and types of debris.

Lump sum contract – Monitoring procedures for a lump sum contract focus on validating complete and proper execution of the contract scope of work.

The scope of services for each type of contract will also affect the monitoring procedures involved. For example, specific monitoring procedures for a time and materials debris collection contract will likely be different than the monitoring procedures for a time and materials contract for operation of a tub grinder at a temporary debris management site.

In cases where FEMA PA Program funding is involved, jurisdictions will always need to document debris quantities, regardless of contract type, for the purposes of establishing cost reasonableness.

The following debris monitoring procedures should be considered:

- Measuring and certifying truck capacities on a regular basis to ensure they have not been altered, such as the removal of sideboards.
- Completing and physically controlling truck load tickets, both at debris collection locations and transfer points.
- Inspecting trucks to ensure they are not artificially loaded, such as excess water intentionally added to increase weight or debris intentionally not compacted to increase volume.
- Validating the completion of discrete work items, such as the removal of stumps, hanging limbs and leaning trees.
- Ensuring that trucks are accurately credited for their loads, such as when a quantity of cubic yards is estimated for a partially filled truck.
- Ensuring compliance with the environmental and safety requirements contained in the contract, such as air monitoring and traffic control requirements.

The overall objective is to ensure that contractors perform work efficiently and in accordance with the terms of the contract.

### Debris Monitoring Resources

Basic personnel qualifications should include the ability to estimate debris quantities, differentiate between debris types, and correctly complete monitoring documentation. The ability to follow directions and adhere to procedures such as health and safety instructions is also important.

In cases where FEMA PA Program funding is involved, jurisdictions must demonstrate the cost reasonableness of any monitoring costs for which they pursue funding. Regardless of what resources are used to complete monitoring activities, poor monitoring and documentation of debris removal may jeopardize funding under the FEMA PA Program.

Jurisdictions may use force account staff such as permanent and temporary employees to complete monitoring activities, or they may use contractor staff. A combination of force account and contractor staff is also an option. The strengths and weaknesses of different options should be carefully weighed.

Using force account resources may bring the advantage of staff that are familiar with the city and understand the priorities of this debris management plan. If contractor personnel perform debris monitoring, the City will still be responsible for overall management and oversight of both the monitoring contractors and the contractors completing the debris removal, processing, etc.

The City will work to ensure that the extent of monitoring activities and the associated costs are consistent with the effort required to effectively monitor the debris operations.

If contractor personnel are used to complete debris monitoring activities, conflicts of interest must be avoided. For example, a single contractor must not be responsible for both completing and monitoring debris collection; a separate party must perform the monitoring.

Debris monitoring is a key project management activity. The City should take ownership of contractor monitoring, even when debris monitoring activities are outsourced to contractor personnel.

## Public Information Plan

A press release and or E-notification group listing push will assure the public that the City is prepared and has a plan in place to immediately respond to an event. It should include information on road closures and dates as well as collection schedule and general safety considerations for motorists. This information should also be shared with the adjacent municipalities and Manatee County EOC where debris removal operations are nearby and may affect transportation etc. The City will provide information on proper set-out procedures and estimates on when the cleanup process will begin. Information will be distributed to the media via e-mail in a press release format as it becomes available. Press conferences may be held as required, with informational fliers to be distributed to employees at the end of each shift. In the event major communication is lost, such informational fliers will also be distributed to residents daily. All current event information will be on the City's home page and updated as it becomes available.

The City's EOC Public Information Officer will coordinate all information provided to the public related to debris removal. The Public Information Officer will develop a proactive public information management plan to keep the public apprised of debris removal progress. Emphasis will be placed on actions the public can perform to expedite the clean-up process by separating debris, segregating household hazardous waste, placing debris at the curbside, keeping debris piles away from fire hydrants and valves, reporting locations of illegal dump sites or incidents of illegal dumping, and segregating recyclable materials. See Appendix R, an example of a public information guide that can be released to the public to educate them on the debris removal process.

Public Information Officer – Mayor Judy Titsworth

Phone Number: 941-708-5800

Email Address: [hbmayor@holmesbeachfl.org](mailto:hbmayor@holmesbeachfl.org)

Public Works Department – Sage Kamiya, PE, Superintendent and EM Director (Recovery)

Phone Number: 941-708-5800

Email Address: [SKamiya@holmesbeachfl.org](mailto:SKamiya@holmesbeachfl.org)

## Public Information Outlets and Opportunities

The public information strategy should take advantage of multiple communication methods to the extent possible. Many times, the best carriers of information are the emergency management and debris operations personnel in the field. The public frequently asks questions regarding debris operations. Stocking field equipment and trucks with flyers, pamphlets, and other print media allows personnel to perform their duties while also satisfying the public's need for information.

Other examples of communication methods include:

- Traditional media outlets (newspapers, TV, radio)
- Social Media (Twitter, Facebook, Instagram, etc.)
- Internet/electronic bulletin boards

- Temporary messaging boards (e.g., highway construction type)
- Town halls/public meetings/athletic and public events/County utility bill inserts
- Local organizations / clubs
- Telephone hotlines
- Direct mailings/door hangers/flyers (door-to-door, at intersections, posted on storefronts, etc.)
- Emergency operations/disaster assistance centers

The public information strategy should also consider how disaster-related impacts to infrastructure, such as possible loss of power for extended periods of time, will affect the availability of public information efforts.

## Environmental and Other Regulatory Requirements

Anna Maria Island is a barrier island on the Gulf of Mexico. Holmes Beach base flood elevations range from 7 to 11 feet in the “A” zones and 9 to 14 feet in the “V” zones. All property within Holmes Beach is either in or near a designated flood hazard area. All the island is within the Category A hurricane evacuation area.

The island and surrounding waters are home to numerous species of sea and plant life. Any significant increase in wave action can create a drastic change to an already delicate ecosystem. The removal of some debris along shorelines and wetland areas could trigger the consideration of whether compliance with Federal, State, or local environmental laws is required. When any potential environmental compliance issue arises in future disasters, the City will ensure strict compliance with any laws by contacting their environmental counsel prior to removal of any debris.

One of the potentially largest and most challenging aspects of recovery could be the removal of a significant amount of marine debris from waterways and canals. As experienced by other Florida communities with past hurricanes, this debris can include many household items, derelict vessels, derelict fishing gear, and a multitude of other miscellaneous agents that found their way into the ocean through storm surge or winds. As some of these items contain elements that can pollute waterways - like gas or oil - they can be an environmental concern for sensitive underwater habitats. These environmental concerns not only impact natural resources but also threaten the return of tourism and associated sport fishing, which are part of the island’s local economy, which is intricately connected to the environment.

This DMP is subject to environmental and other regulatory requirements to include:

- Environmental and historic preservation laws.
- Temporary debris management site environmental considerations and permitting from all required agencies.
- Agency permits for debris operations.

### Major Federal Environmental and Historic Preservation Requirements (III.D.2(g))

Clean Water Act - Debris removal activities such as dredging, demolition, and construction and operation of temporary debris management sites must comply with requirements regarding discharges of pollutants into the waters of the United States.

Clean Air Act - Debris removal activities must comply with the air quality standards required by the Federal, State/Tribal/Territorial, or local regulatory agencies.

Endangered Species Act - Prohibits actions that cause unnecessary harm to species listed as threatened or endangered, or the destruction or adverse modification of the habitat for these species. Jurisdictions should consult with the United States Fish and Wildlife Service and the National Marine Fisheries Service.

Coastal Barrier Resources Act - Restricts development of coastal barriers so that damage to property, fish, wildlife, and other natural resources associated with the coastal barrier is minimized.

Resource Conservation and Recovery Act - Requires safe disposal of waste materials, promotes the recycling of waste materials (especially hazardous materials), and encourages cooperation between local, State/Tribal/Territorial, and Federal agencies.

National Historic Preservation Act - Requires assessment of the effects of debris removal projects on historic properties, and identification of ways to avoid, minimize, or treat any adverse effects on historic properties. Jurisdictions should consult with the State Historic Preservation Officer (SHPO) before beginning debris removal work.

Wild and Scenic Rivers Act - Preserves the free-flowing state of rivers that are listed in the National Wild and Scenic Rivers System (System) or are under study for inclusion in the System because of their scenic, recreational, geologic, fish and wildlife, historic, cultural, or other similar values. If a proposed project is located on a river included in the System, FEMA must review it for compliance with the Wild and Scenic Rivers Act and consult with the managing agency for the affected designated river.

Executive Order 11988, Floodplain Management, requires Federal agencies to minimize or avoid activity that adversely affects floodplains.

Executive Order 11990, Protection of Wetlands, requires Federal agencies to avoid activity that adversely affects wetlands and to encourage the preservation and enhancement of beneficial functions of wetlands.

Executive Order 12898 Environmental Justice, requires Federal agencies to identify and address disproportionately high and adverse human health or environmental effects on minority and low-income populations as a result of their actions.

All state/tribal/territorial and local requirements must also be considered in the planning process.

## Regulatory and Technical Assistance

### State Agencies

1. Florida Department of Environmental Protection (FDEP)
  - Distributes permits for debris management sites.
  - Advises on disaster debris disposal issues.
  - Provides guidance on environmental impacts of debris removal and disposal operations.
2. Florida Division of Emergency Management (FDEM)
  - Coordinates statewide disaster response activities.
  - Interfaces with FEMA in efforts to obtain federal disaster declarations and to ensure compliance with the FEMA Public Assistance (PA) Program.
  - Guidance document in Appendix T
3. Florida Department of Transportation (FDOT)
  - Designs, constructs, and maintains the state highway system.
  - Acts as the lead agency for emergency roadway debris clearance, removal, and disposal efforts along state and federal highways.

### Federal Agencies

1. Federal Emergency Management Agency (FEMA)
  - Administers the FEMA Public Assistance Program (FEMA PA) to reimburse applicants for eligible debris removal costs following a presidentially declared disaster event.
  - Provides debris eligibility and the reimbursement guidance.
  - Assists FEMA Project Worksheet (PW) development.
2. Federal Highway Administration (FHWA)
  - Provides funding for debris removal from FHWA designated roadways that are not eligible under the FEMA PA Program.
  - May provide funding for debris removal from FHWA designated roadways following a State declared disaster event.
3. U.S. Department of Agriculture Natural Resources Conservation Service (NRCS)
  - Administers the Emergency Watershed Protection (EWP) Program, which provides for debris cleanup related to runoff retardation and soil erosion prevention.
  - Provides guidance on soil types most conducive for disposal of animal carcasses.
4. Environmental Protection Agency (EPA)
  - Responsible for authorities related to the clean-up of mixed debris (debris with oil or hazardous material).
  - Responsible for the establishment of standards for proper management of debris.

### County Government

1. Manatee County -Local Assistance and Coordination
  - Provision of Traffic signalization support at specific locations.

## Maintenance of DDMP

### Review Existing Memoranda of Agreement with City

Existing inter-local agreements and memoranda of agreement with island municipalities and Manatee County should be reviewed and updated annually to ensure that the agreement is relevant for both parties.

### Review Existing Stand-by / Pre-position Contracts

Stand-by / pre-position contracts for both debris removal and debris monitoring contractors should be reviewed annually prior to the start of hurricane season to make sure they are current. Depending on the terms of the contract, they can be renewed, or a new Request for Proposals (RFP) can be issued via City purchasing procedures. Federal and State contracting and purchasing guidance are included in Appendix S. Having current pre-positioned contracts secured before an event will ensure a timely response to a disaster. Contact information for each contractor should also be reviewed and updated as necessary.

### Review FEMA Guidance and Policy Changes

Rules and regulations dictating operational procedures change periodically; the information in this DDMP should be updated annually to reflect such changes. In accordance with Emergency Support Function, ESF-3, Debris Management Efforts will be prioritized according to the assessment of need regarding Critical Facilities, Transportation Network and Emergency Restoration of Critical Public Services. Among these priorities are:

- Major Thoroughfares within the City
- City Hall – Police and Emergency Communications Center
- Fire and EMS Station - West Manatee Fire Rescue
- Public and Private Utilities (Manatee County operates potable water and sanitary sewer)

## Appendices

Appendix A - Debris Management Services Contract – Selection Process

## Appendix B - Prequalified Debris Monitoring Firms

Appendix C - Pre-Qualified Debris Management Services Contractors

## Appendix D - Debris Monitoring Forms

Appendix E - Personal Protective Equipment Checklist

Appendix F – City Solid Waste Contract Ordinance 15-06

## Appendix G - Debris Model Notes & Formulas

Appendix H - First-In Teams Standard Operating Guide

Appendix I - Eligibility Documentation Requirements for Reimbursement of Hazardous  
Trees, Limbs, and Stump Removal and Forms

Appendix J - Key Contacts

Appendix K - HHW Collections and Disposal Services Contract

## Appendix L - HHW Collection Requirements

Appendix M - TDMS Pre-authorization Letters from FDEP for City Field

Appendix N – Canals and Waterways Map



Appendix O - Process for Documenting Recycling Activities

Appendix P - Guidance for Revenues from Recycling of Storm Debris

Appendix Q - Right-of-Entry Hold Harmless Agreement

Appendix R - Public Information Guide

Appendix S - Federal and State Contracting and Purchasing Guidance

## Appendix T - FDEM Debris Removal Guidance

Appendix U - Manatee County Interlocal Agreement for Debris

Appendix V - FEMA Public Assistance Alternative Procedures Pilot Program Guide for Debris Removal

**RESOLUTION NO. 24-05**

**A RESOLUTION OF THE BOARD OF CITY COMMISSIONERS OF HOLMES BEACH, FLORIDA, APPROVING THE REVISED HOLMES BEACH COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

**WHEREAS**, Chapter 252, Florida Statutes, assigns to the Board of City Commissioners responsibility for disaster mitigation, preparedness, response, and recovery; and

**WHEREAS**, being prepared for disasters means being ready to respond promptly as danger threatens, to save life and protect property, and to provide relief from suffering and privation; and

**WHEREAS**, local services may be overburdened or inadequate, and local government shall have to operate effectively in different ways than in normal times to provide timely relief and minimize hardships in the event of natural and technological disasters in The City of Holmes Beach; and

**WHEREAS**, man populated areas and parts of communities may require evacuation, shelter, and food until the disaster ends, services are restored, and needed supplies and materials are available; and

**WHEREAS**, this plan is intended to provide the framework for the development of detailed operating procedures for all City forces charged with the responsibility of protecting the public's health and safety from natural and technological disasters; and

**WHEREAS**, Chapter 27-P, Florida Administrative Code, requires each City to develop a Comprehensive Emergency Management Plan; and

**WHEREAS**, Chapter 27-P, Florida Administrative Code, furthermore, requires the governing body of The City of Holmes Beach to adopt by resolution, the revised The City of Holmes Beach Comprehensive Emergency Management Plan.

**NOW THEREFORE, BE IT RESOLVED** by the Board of City Commissioners of The City of Holmes Beach, Florida, that The City of Holmes Beach's revised Comprehensive Emergency Management Plan be hereby adopted and activated throughout The City of Holmes Beach.

This resolution shall become effective upon adoption.

PASSED AND ADOPTED this 11<sup>th</sup> day of June, 2024.

**BOARD OF CITY COMMISSIONERS  
THE CITY OF HOLMES BEACH, FLORIDA**

Terry Schaefer  
Chair Terry Schaefer

Carol Soustek  
Vice-Chair Carol Soustek

Dan Diggins  
Commissioner Dan Diggins

Pat Morton  
Commissioner Pat Morton

Absent  
Commissioner Greg Kerchner

Approved by me this 11<sup>th</sup> day of June, 2024

Judy Titsworth  
Mayor Judy Titsworth

This 11<sup>th</sup> day of June, 2024.

ATTEST:

Stacey Johnson  
Stacey Johnson, Clerk to the

Board of City Commissioners,  
The City of Holmes Beach

Approved as to form and legality:

Erica Augello  
Erica Augello, City Attorney