



**NOTICE OF A WORK SESSION
OF THE CITY COUNCIL
OF THE CITY OF SUNSET VALLEY, TEXAS
TUESDAY, JUNE 7, 2022
5:00 P.M. - 6:00 P.M.**

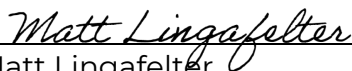
In accordance with the Open Meetings Act, Chapter 551 of the Government Code of Texas, notice is hereby given to all interested persons that the Sunset Valley City Council will hold a Work Session at **5:00 P.M.** on Tuesday, June 7, 2022 in the City Council Chambers, 3205 Jones Road, Sunset Valley, Texas, for the following purposes:

1. Call to order of the City Council
2. Citizen/Public Communication (Limited to 3 minutes)
3. Council will discuss the following items, but take no action:
 - A. Updates to Emergency Operations Plan and follow-up
4. Directive to the City Administrator by the Mayor regarding follow-up work products for a future Council Agenda.
5. Adjourn

Remote Participation Notice

AT THIS MEETING AT THE STATED LOCATION, A QUORUM OF THE CITY COUNCIL WILL BE PHYSICALLY PRESENT AND THIS NOTICE SPECIFIES THE INTENT TO HAVE A QUORUM PRESENT THERE, AND THE MEMBER OF THE CITY COUNCIL PRESIDING OVER THE MEETING WILL BE PHYSICALLY PRESENT AT THAT LOCATION. ONE OR MORE MEMBERS OF THE CITY COUNCIL MAY PARTICIPATE IN THIS MEETING REMOTELY, AND IF SO, VIDEOCONFERENCE EQUIPMENT PROVIDING TWO-WAY AUDIO AND VIDEO DISPLAY AND COMMUNICATION WITH EACH MEMBER WHO IS PARTICIPATING BY VIDEOCONFERENCE CALL WILL BE MADE AVAILABLE.

I certify that the above notice of meeting was posted at City Hall, 3205 Jones Road, Sunset Valley, Texas, on the 2nd day of June 2022 at 5:00 P.M.


Matt Lingafelter
City Secretary

COUNCIL MEETING DATE: JUNE 7, 2022



WORKSHOP – EMERGENCY OPS UPDATE

STAFF PREPARER/CONTACT INFORMATION: Sylvia Carrillo, scarrillo@sunsetvalley.org

Council Sponsor: Mayor Bruner, mbruner@sunsetvalley.org

SUBJECT: EMERGENCY OPERATIONS

DESCRIPTION: Update to Emergency Operation Plans and Follow up

BACKGROUND: During COVID, the city created its first Continuity of Operations Plan (COOP). The plan was executed during COVID and fully tested during Winter Storm Uri. The Emergency Operations Center (EOC) was activated, and staffing and other critical resources became factors that needed to be addressed.

Post Uri, the plan was reviewed, and a post event debrief was provided to the City Council. In that debrief, several items of concern were raised. Council then allocated \$50,000 to make the recommended staff purchases. Staff has continued to make headway into nearly all the items required. The items in the brief are presented below.

- Appropriate Protocols for Staffing
 - It was difficult for staff in outlying areas to travel to the City to assist with operational needs and/or relief.

Items completed or pending completion

- Create a Human Resource policy related to Employee Time and Attendance requirements in the face of an EOC activation.
 - Expected on the 6/21 City Council Agenda.
- Equipment Needs
 - Power was a major issue and only the PD building had power available, severely limiting the assistance we were able to provide to residents and ended up housing them in a hotel for several days.

Items completed or pending completion

- Generator purchase was made for the lift station.
 - Electrician providing work on City Hall will also provide a quote for an emergency cutover switch to generator power.
 - Equipment rental purchase agreement for a large generator is being investigated.
 - Also being presented as a Capital Improvement purchase.
- Fuel

- Fuel is a commodity the city cannot be without during events or post events. We had no mechanism to store fuel nor a contract for fuel from private industry.

Items completed or pending completion

- Portable fuel storage containers for gas and diesel have been purchased that will allow up to 3 days of fuel for vehicles and equipment. Each container holds 30 gallons of fuel.
- Units will be empty when not used in pre-event planning.
- A 75-gallon diesel tank will be filled and stored on the PW truck for generators, vehicles, and equipment use. This will ensure it is mobile and can be moved where the equipment is in operation. It too will be empty when not used in pre-event planning.

- Tools and Inventory

- Currently policy of not inventorying or accounting for tools under \$1K made it extremely difficult to know what we had available for use.

Items completed or pending completion

- Staff has completed a proof of concept software tool called PubWorks that will allow inventory, maintenance records, and other critical management information to be stored.
- A budget amendment will be presented to Budget & Finance Committee on 6/2/2022 to finalize the purchase.

- Facilities

- Supplies to house staff for extended periods of time and created shelters of last resort for residents to include cots, food, water, and other critical supplies.

Items completed or pending completion

- Create an agreement with the Hotel that would block out 12 rooms during an event.
- The rooms would be booked 24-48 hours pre-event and paid for the duration of the event.
- Expected Council agenda item on 7/19/22

- Agreements

- As all the area was subject to the same event, we could not rely on interlocal agreements with our other local governments or agencies, thus we must rely more on private industry for agreements.

Items completed or pending completion

- Shelter – Hotel – 7/19/22
- Fuel – Containers purchased. Chief working on a contract with a local vendor to ensure we have ability to fill 72 hours pre-event.
- Generators – 1 Purchased/1 Pending further funding

- Portable Toilets – Handled in the TDS contract
 - Food – Handled with Emergency Operations Budget purchase
 - Water – Handled with Emergency Operations Budget purchase
 - City Well – Ensure continued operability to provide non-potable source of water to residents.
- Communication Protocols
 - The city has shied away from social media use, however, it is the quickest method of communication and can stand up a live broadcast quickly. We need to create a City Facebook, Twitter, and Instagram page that can be used to readily access information.

Items completed or pending completion

- Ensure CodeRed access is more than the Chief. Secondary access has been provided to Lt. Early. Complete
 - Move from iContact to WarnCentralTexas.org
 - Use the City PD Facebook page to broadcast live alerts – Complete
 - Set up A/V equipment in the EOC and broadcast via the City's YouTube Channel – estimated completion July 2022
- Establish resident expectations.
 - Ensure a solid Neighbor to Neighbor program is established so residents can rely on each other when city services are not available.
 - Establish resident expectations of what the City can provide

Items completed or pending completion

- Elderly Care – Registration (Solo residents)
 - PD has created a priority list
 - Shelter/Communicate with Family 72-hr pre-event – to be assigned to the Community Coordinator Position
- At-Risk Population
 - Group Home
 - EDP/Mental Health
 - Pets
 - Potential agreement with Petsmart/Petco – To be developed
 - Resident Partnership among residents – Public Safety to assist
- Public Safety has created the Neighborhood Block Captains
 - Hold a Meet and Greet of Block Captains at the 2022 National Night Out

STAFF RECOMMENDATION: Continue to refine the process and adjust as necessary

SUPPORTING MATERIALS PROVIDED:

- [TRAVIS COUNTY HAZARD MITIGATION PLAN](#) (HYPERLINKED)
- CITY OF SUNSET VALLEY CONTINUITY OF OPERATIONS PLAN



CONTINUITY OF OPERATIONS PLAN

June 2022

The Continuity of Operation (COOP) is intended to ensure City operations continue even in emergent, unplanned circumstances. The following is intended to be a general guide to operations to ensure the public's health and safety is protected before, during, and after events.

During an event, the Mayor, as the City's Chief Executive Officer is the point of contact with state, federal, and local elected and appointed officials. The Police Chief role becomes paramount as all services are viewed through the lens of public safety. The role of Public Works is also changed and when viewed through the lens of public safety, have its current duties shifted from programs to essential services which includes water, wastewater, drainage, and solid waste operations. Administration becomes a support role in logistics ensuring needed supplies can arrive, financial aspects are managed, and all other mandated legislative activities such as City Council meetings continue to occur.

Staff Composition/Organizational Structure During Emergent Situations:

During emergency situations, the Mayor becomes the Emergency Management Coordinator, and all staff become subordinate to the Police Chief who becomes the Emergency Management Logistics Coordinator.

- The City of Sunset Valley consists of:
 - Administration Department consists of the 5 staff and includes the City Administrator, the City Accountant, City Secretary/Court Clerk, Assistant City Administrator, and Utility Billing Clerk.
 - Sunset Valley Police Department consists of 13.5 police officers and one civilian employee.
 - Public Works Department consists of 7 staff and includes the Public Works Director, Superintendent, Grounds Maintenance Supervisor, Utilities Superintendent, and 4 Maintenance Technicians.



Organizational Structure During
EOC Activation



Executive Management Team During Crisis

| Name | Title | Work Email Personal Email | Work Phone Number 24 Hour Phone Number |
|-----------------|--------------------|--|--|
| Marc Bruner | Mayor | mbruner@sunsetvalley.org | 512.892-1383 |
| Sylvia Carrillo | City Administrator | Scarrillo@sunsetvalley.org | 512-892-1383 |
| Lenn Carter | Police Chief | LCarter@sunsetvalley.org | 512-892-1384 |

Health and Safety Focus:

It is the intent of the Continuity of Operations Plan to ensure that all areas related to health and safety of the residents and the City as covered.

Those items include:

1. Public Safety
2. Public Works - Utilities & Solid Waste



The Public Safety aspect is covered by the City of Sunset Valley Police Department and through interlocal agreements with Travis County Health, Austin Fire and Rescue, and the Travis County Sheriff's Department, as well as several interlocal agency agreements with various agencies. Staff within the Administration Department become support to both Public Safety and Public works departments, as well as ensuring the financial aspect of the crisis is managed. A revised operation of City business is still in place with City Council Meetings, Committee Meetings, and other legislatively required items.

Public Safety Overview

Department Mission:

It is the mission of the Sunset Valley Police Department to provide the most remarkable law enforcement services "under the sun" to the residents and visitors of Sunset Valley.

Staff Composition/Organizational Structure:

- The Sunset Valley Police Department consists of 13.5 police officers and one civilian employee.

Team

| Name | Title | Work Email Personal Email | Work Phone Number 24 Hour Phone Number |
|-------------|--------------|------------------------------|--|
| Lenn Carter | Police Chief | lcarter@sunsetvalley.org | 512-892-1384 |
| Tyler Early | Lieutenant | Tearly@sunsetvalley.org | 512.892.1384 |



Order of Succession for the Chief of Police

| | Name | Title | Work Email Personal Email | Work Phone Number 24 Hour Phone Number |
|--------------|--------------|---------------|------------------------------|--|
| Police Chief | Lenn Carter | Police Chief | lcarter@sunsetvalley.org | 512.892.1384 940.390.7469 |
| First | Tyler Early | Lieutenant | tearly@sunsetvalley.org | 512.892.1384 |
| Second | Rob Stern | Detective Sgt | rstern@sunsetvalley.org | 512.892.1384 |
| Third | Robert Eller | Sergeant | reller@sunsetvalley.org | 512.892.1384 |
| Fourth | Crystal Gill | Sergeant | Cgill@sunsetvalley.org | 512.892.1384 |
| | | | | |

Department Contact List

| Name | Title | Work Email Personal Email | Work Phone Number 24 Hour Phone Number |
|--------------|----------------------|------------------------------|--|
| Lenn Carter | Chief of Police | lcarter@sunsetvalley.org | 512-892-1384 |
| Tyler Early | Lieutenant | tearly@sunsetvalley.org | 512-892-1384 |
| Robert Stern | Sergeant – Detective | rstern@sunsetvalley.org | 512-892-1384 |
| Robert Eller | Sergeant | reller@sunsetvalley.org | 512-892-1384 |



| | | | |
|------------------------|---------------------------------|---|---------------------|
| Crystal Gill | Sergeant | cgill@sunsetvalley.org | 512-892-1384 |
| James Brownlow | Officer | jbrownlow@sunsetvalley.org | 512-892-1384 |
| Chris Hawkins | Officer | chawkins@sunsetvalley.org | 512-892-1384 |
| Brandon Leblanc | Officer | bleblanc@sunsetvalley.org | 512-892-1384 |
| Luis Saucedo | Officer | lsaucedo@sunsetvalley.org | 512-892-1384 |
| Rigo Jaime | Officer | rjaime@sunsetvalley.org | 512-892-1384 |
| Jeff Strong | Officer | jstrong@sunsetvalley.org | 512-892-1384 |
| Adam Milne | Officer | amilne@sunsetvalley.org | 512-892-1384 |
| Kris Laws | Officer | klaws@sunsetvalley.org | 512-892-1384 |
| Gabe Dominguez | Officer | gdominguez@sunsetvalley.org | 512-892-1384 |
| Shanna Neubauer | Admin Assistant/Evidence | sneubauer@sunsetvalley.org | 512-892-1384 |
| Sylvia Carrillo | City Administrator | <u>Scarrillo@sunsetvalley.org</u> | 512-892-1384 |
| Marc Bruner | Mayor | <u>mbruner@sunsetvalley.org</u> | 512-892-1383 |



External Contact List

- Other departments and agencies the department relies upon for services
- Businesses and agencies the department partners with and relies upon for services

| Name/Organization | Phone Number | Email Address | Note |
|----------------------|-----------------------------------|--|--------------------------|
| Shawn Williford | 512-974-0827 | shawn.williford@traviscountytexas.gov | Dispatch Assistance |
| Scott Gerdes | 512-327-1195 | sgerdes@westlakehills.org | Westlake Chief of Police |
| Glen Koen | 512-314-7586 | Glenkoen@lakeway-tx.gov | Lakeway Chief of Police |
| AISD Police Dispatch | 512-414-1703 | | |
| Sunset Valley Elem | 512.414.5100 Cell 512.665.4695 | Marizza.marquez@austinisd.org | Principal |

During emergency operations, outside vendors become critical to operations. Sunset Valley has the following vendor agreement:

Vendor List

- Current listing of vendors that provide needed supplies for continued operations
- Listing of vendors to replace destroyed equipment and supplies

| Name/Organization | Phone Number | Email Address | Note |
|-------------------|--------------|---------------|---------------------|
| UniVista | 512-832-6209 | | IT Support for City |
| Auto Tec | 512-326-3881 | | Vehicle Repair |



| | | | |
|---------------------|-----------------------------------|---------------------|--------------------|
| Firestone | 512-937-1960 | | Vehicle Tires |
| Holiday Inn Express | 512-891-9500 | | Support for Staff |
| Cintas | 512.640.8583 Cell 832.492.5832 | DonovanC@cintas.com | First Aid Supplies |

Alternate Sites

Should the event require staff be relocated, the following are alternate sites.

| Alternate Site #1 | Needed Resources and Space |
|--|--|
| Name: Public Works Building | Portable radios and chargers MDCs and chargers Extension cords and power strips Large room with access to power |
| Alternate Site #2 | Needed Resources and Space |
| Name: Burger Center Address 3200 Jones Rd Contact Individual: Lynn Poole Phone Number: 512-414-1044 | Portable radios and chargers MDCs and chargers Extension cords and power strips Large room with access to power |

Devolution Agency

Should the department not be able to continue operations, the following agency can continue delivery of services.

| Devolution Agency | Agreements and Expectations |
|--------------------------------|--------------------------------------|
| Travis County Sheriff's Office | Memorandum of Understanding in Place |

Essential Staffing Plan

Should staffing levels reach a capacity of 50% we will go to compressed (12) hour shifts with one officer minimum staffing:



| Blue Team | Silver Team |
|---|---|
| Officer 6A – 6P | Officer 6A – 6P |
| Officer 6P – 6A | Officer 6P – 6A |
| Supervisor 12 hour (split 6 hours between shifts) | Supervisor 12 hour (split 6 hours between shifts) |

Emergency Operations

The EOC will be opened should Travis County reach an emergency state such as, Stage 4 of its COVID-19 Preparedness Plan. The EOC will have three sections, Operations, Logistics, and Admin/Finance. The operations section includes emergency response, staffing, and response protocols. The logistics section will handle planning and coordination of resources including supplies, equipment, and employee safety and wellness. The administrative/finance section will handle purchasing and claim documentation as well as recovery efforts.

Patrol Operations:

Once the EOC is activated patrol officers will shift from proactive enforcement duties to an order maintenance/life-saving function. The following measures will be enacted:

1. Officers will not respond to calls for service unless there is an active disturbance, or there is potential for injury to anyone involved.
 - a. Shoplifting calls – there is potential for injury of the LPO. We will respond but we will NOT take the report in their enclosed office. The LPO will need to meet you outside by your car or in an open area of the store. All misdemeanor thefts will be cleared with a citation. Any felony thefts will be referred to CID and a warrant will be issued when services return to normal. Only run a subject through dispatch if you cannot verify their identity on scene.
 - b. Prior Thefts – we will take these over the phone and issue a case number. We will advise the complainant to hold onto any backup, video, statements, etc. until we return to normal. That should be indicated in the narrative as well.
 - c. Assist EMS – We will respond to calls for our residents. If the call is not at resident's home and is not life threatening, we will let AFD/EMS handle the call.
 - d. 911 Hang-ups – call them back by phone if a commercial establishment. If a home, go to the call.
 - e. All other calls for service that can be taken over phone will be taken over the phone. (Fraud, credit card abuse, criminal mischief, etc.)
2. Officers will not make pro-active enforcement, such as traffic, interdiction, warrant arrests, etc.
3. Officers will only make a physical arrest if it is required by statute or absolutely necessary at the moment.



4. Officers will be HIGHLY visible in the community and shopping centers. This does mean to be out of your car speaking to people but be visible in the high crime areas and be seen driving the residential streets of Sunset Valley. This will help reduce fear and panic.
5. Elderly Checks – we have many residents that want us to stop by and talk to them. You shall not enter any homes unless absolutely necessary. If you want to speak to a resident, knock on the door, and back away. Keep at least 6 feet between you and them. This is not only for your protection, but for theirs as well.
6. Accidents/Collisions – If both cars are able to be moved off the roadway, we will not respond. Parties will be advised to clear off the roadway and exchange information.

Alert and Notification Worksheet

| Task/Decision | Assigned To: | Time Completed |
|--|---------------------|----------------|
| Compose a notification message. If necessary, get approval before you start disseminating it. | Lt. Early | |
| Decide on notification method(s) (CodeRed, imessage, etc.) | Lt. Early | |
| If necessary, contact (IT Department) to establish a 1-800 information line. This line can be called by unassigned staff and/or the public to receive updated information regarding your department's situation. | i-contact | |
| Contact department personnel: <ul style="list-style-type: none"> ○ Brief description of the emergency situation ○ Contact information for COOP IC ○ Alternate site info if relocating ○ Expectations (be available by phone, check website daily, etc.) ○ How additional information will be made available | Lt. Early | |
| If relocating, contact the alternate facility manager | Chief Carter | |
| If necessary, assign a Public Information Officer (PIO) <ul style="list-style-type: none"> ○ PIO works with the COOP to ensure that only approved information is passed on | Chief Carter | |



Activation Worksheet

| Task/Decision | Assigned To: | Time Completed |
|---|--------------|----------------|
| Assess the situation and activate the COOP plan if any of the following events occurs and is expected to continue for a period of time estimated to exceed 12 hours: <ul style="list-style-type: none"> ○ Loss or absence of leadership at the Supervisor level or above ○ Loss or inaccessibility of buildings ○ Loss of at least 50% of staff ○ Significant loss of IT systems ○ Significant loss of other critical operating systems ○ Significant loss of department vehicles | Chief Carter | |
| Appoint Department COOP Incident Commander (CIC) (this could be the person who activated the COOP plan) | Chief Carter | |
| Decide if the COOP plan should be partially or fully activated | Chief Carter | |
| Decide whether to: <ul style="list-style-type: none"> ○ Stay in current facility ○ Initiate devolution ○ Relocate to an alternate site | Lt. Early | |
| If relocating: <ul style="list-style-type: none"> ○ Select alternate facility ○ Decide which (if not all) essential functions to relocate ○ Appoint a relocation manager and team | Lt. Early | |
| Initiate notification process | Lt. Early | |
| Determine if someone should stay at the primary site. If so, instruct him/her to provide status reports on a regular basis (e.g. every two hours for the first 48 hours and every four hours after that). | Lt. Early | |
| Appoint staff who should work at the alternate site (may be same as relocation team) | Lt. Early | |
| Inform personnel who are not assigned to the alternate location what their assignments are, if they should go home, etc. | Lt. Early | |
| Determine if you should appoint a department spokesperson | Chief Carter | |
| Appoint a Reconstitution Manager | Chief Carter | |



Public Works – Operations Overview

Public Works and Environmental Services Department Mission:

To support the ideals of civic duty, community, and responsibility to the environment, the city offers numerous public works programs to help its residents manage their land and utilities, remove waste items and recyclables, and control pests.

Staff Composition/Organizational Structure:

- The Sunset Public Works Department consists of 7 employees; The Parks and Natural Resource Manager, the Utilities Superintendent, the Grounds Maintenance Supervisor, and 2 Maintenance Tech positions.

Team

| Name | Title | Work Email Personal Email | Work Phone Number 24 Hour Phone Number |
|------------------|---------------------------|--|--|
| Carolyn Meredith | Public Works Director | cmeredith@sunsetvalley.org | 512.892.1383 |
| Dakota Burns | PW Superintendent | Dburns@sunsetvalley.org | 512.892.1383 |
| Sam Cantu | Grounds Maint. Supervisor | Scantu@sunsetvalley.org | 512.892.1383 |

Order of Succession Within Public Works

| | Name | Title | Work Email Personal Email | Work Phone Number 24 Hour Phone Number |
|---------|------------------|--------------------------|--|--|
| Manager | Carolyn Meredith | Public Works Director | cmeredith@sunsetvalley.org | 512.892.1383 |



| | | | | |
|--------|--------------|---------------------------|--|--------------|
| First | Dakota Burns | PW Superintendent | Dburns@sunsetvalley.org | 512.892.1383 |
| Second | Sam Cantu | Grounds Maint. Supervisor | scantu@sunsetvalley.org | 512.892.1383 |

External Contact List

- Other departments and agencies the department relies upon for services
- Businesses and agencies the department partners with and relies upon for services

| Name/Organziation | Email or phone | Note |
|---------------------|----------------------------------|--|
| Virginia Collier | Virginia.Collier@austintexas.gov | Austin Water Utility |
| Colleen Kirk | Colleen.Kirk@austintexas.gov | Austin Water Utility |
| Joseph Scott | 254-776-0377 | Smith Pumps |
| Suzanne | 512-618-0379 | Aqua Tech |
| Scott Stevensen | 512-294-3826 | First Fire Safety |
| Kendall Bell-Enders | kbellenders@bseacd.org | Barton Springs Edwards Aquifer Conservation District |
| Mike Russ | Michael.Russ@austin Texas.Gov | COA |
| Allison Mills | Allison.mills@austintexas.gov | Active Transportation and Street Design |
| Eric Kaufman | Eric.kaufman@austintexas.gov | COA |
| Thain Maurer | Thain.Mauer@austintexas.gov | COA |
| Ja-Mar Prince | jprince@texasdisposal.com | Texas Disposal Systems |
| Van Pham | Van.Pham@austintexas.gov | COA |
| Brian Craig | Brian.Craig@austintexas.gov | COA |
| Eddie Benetez | 512-278-9333 | Underground Water Solutions |
| David Bock | dbock@americanyouthworks.com | American Youthworks |
| Ulisses Jimenez | 512-848-0737 | DonkeyTree |
| Garland Wolcott | garland.wolcott@onegas.com | Texas Gas |
| Karen Koenrich | kkoenreich@tasplp.com | TAS Environmental |



| | | |
|-------------------|--|----------------------|
| Joshua Culver | culverJ2@cintas.com | Cintas |
| | 512-972-1000 | |
| Richard Fedal | 512-748-5971 | TexasScapes |
| John W. McCulloch | 512-972-1069 john.McCulloch@austintexas.gov | Austin Public Health |

Vendor List

- Current listing of vendors that provide needed supplies for continued operations
- Listing of vendors to replace destroyed equipment and supplies

| Name/Organization | Phone Number | Email Address | Note |
|---------------------|-----------------------------------|---------------------|---------------------|
| UniVista | 512-832-6209 | | IT Support for City |
| Auto Tec | 512-326-3881 | | Vehicle Repair |
| Firestone | 512-937-1960 | | Vehicle Tires |
| Holiday Inn Express | 512-891-9500 | | Support for Staff |
| Cintas | 512.640.8583 Cell 832.492.5832 | DonovanC@cintas.com | First Aid Supplies |

Alternate Sites

| Alternate Site #1 | Needed Resources and Space |
|--|---|
| Name: Police Department Emergency Operations Center | Portable radios and chargers Extension cords and power strips Large room with access to power |
| Alternate Site #2 | Needed Resources and Space |
| Name: Burger Center Address 3200 Jones Rd Contact Individual: Lynn Poole Phone Number: 512-414-1044 | Portable radios and chargers Extension cords and power strips Large room with access to power |



Devolution Agency

| Devolution Agency | Agreements and Expectations |
|-------------------|---|
| City of Austin | Memorandum of Understanding * Needs development** |

Essential Staffing Plan

Should staffing levels reach a capacity of 50% we will go to compressed (12) hour shifts with 2 staff members as minimum staffing

| Blue Team | Silver Team |
|---------------------------------|---------------------------------|
| Ground Maintenance Supervisor | Utilities Superintendent |
| Maintenance Techs (2) | Maintenance Techs (2) |
| Supervisor – split 4 hour shift | Supervisor – split 4 hour shift |

Emergency Operations

The EOC will be opened should Travis County reach an emergent state such as, Stage 4 of its COVID-19 Preparedness Plan. The EOC will have three sections, Operations, Logistics, and Admin/Finance. The operations section includes emergency response, staffing, and response protocols. The logistics section will handle planning and coordination of resources including supplies, equipment, and employee safety and wellness. The administrative/finance section will handle purchasing and claim documentation as well as recovery efforts.

Public Works Operations:

Once the EOC is activated public works employees will shift from normal operations to support operations and join in providing essential public health and safety.

| | | |
|----------------------------|--|---|
| Public Water System Duties | Public Works Director; Utilities Supervisor; Maintenance Tech; | This task includes all mandates placed upon the Public Water System by the Texas Commission on Environmental Quality. |
|----------------------------|--|---|



| | | |
|--|---|---|
| | <p>Assistance from Austin Water, Austin Public Health</p> | <ul style="list-style-type: none"> • Daily water system sampling and entry meter readings • Monthly water system flushing • Valve maintenance • Water system repairs • Line Locates • Leak inspections • Cross Connection Control Program • Emergency water system response • Water System reporting requirements |
| <p>Public Wastewater System Duties</p> | <p>Public Works Director; Utilities Supervisor; Maintenance Tech;</p> <p>Assistance from Austin Water, Austin Public Health</p> | <p>This task includes all mandates placed upon the Public Water System by the Texas Commission on Environmental Quality.</p> <ul style="list-style-type: none"> • Checking and cleaning lift station • Fats, oil and grease program • Wastewater system repairs • Clean problem sewer areas • Line locates • Emergency wastewater system response • Wastewater system reporting requirements |
| <p>Stormwater and Drainage</p> | <p>Grounds Maintenance Supervisor; Maintenance Tech;</p> <p>Assistance from Austin Water, Austin Public Health</p> | <p>This task includes requirements set forth by the Texas Commission on Environmental Quality.</p> <ul style="list-style-type: none"> • Maintain ditches • Maintain storm drains • Maintain Natural Waterways to remove hazards. |



| | | |
|------------------------------|---|--|
| | | <ul style="list-style-type: none"> • Maintain and repair detention ponds and water quality facilities. • Water Quality Pond Inspections • Emergency Storm Response. |
| Street Maintenance | Public Works Superintendent; Grounds and Maintenance Supervisor Maintenance Tech; Assistance from the City of Austin 3 rd Party Contracts for Projects | <ul style="list-style-type: none"> • Trees will be pruned as needed for physical and visual clearance. • Traffic and streetlight coordination with the City of Austin. |
| Trail Patrol and Maintenance | Public Works Director, Grounds and Maintenance Supervisor; Maintenance Tech; | <ul style="list-style-type: none"> • Trails will be maintained as needed for safety. Hazards and litter will be removed. Any homeless camps will be reported to the police department. • Staff will patrol trails at least once per week. |
| Facilities Maintenance | Public Works Superintendent; Grounds and Maintenance Supervisor; Maintenance Tech; External Maintenance Contracts | <ul style="list-style-type: none"> • City facilities will be maintained for health and safety. This includes janitorial services as needed and all facility repairs and maintenance. • Parks and playground equipment will be maintained for health and safety. • Animal waste stations will be checked every Tuesday/Friday. |
| Dead Animal Removal | Grounds and Maintenance Supervisor; Maintenance Tech; | <ul style="list-style-type: none"> • Staff will remove dead animals as requested. Animals must be placed on the curb by residents. |



| | | |
|--|---|---|
| <p>Trash/Recycling/Storage Yard/Curbside Brush Chipping/Mulch Delivery</p> | <p>Grounds and Maintenance Supervisor; Maintenance Techs;</p> <p>External Contract – Texas Disposal Systems</p> | <ul style="list-style-type: none"> • Oversee and provide assistance with solid waste services. • The storage yard will remain open limited residential use. Time and date to be determined. • Brush at the storage yard will be mulched as needed for safety. • Mulch will be maintained for safety. • Residents may come to the storage yard to pick up mulch. Time and date to be determined |
| <p>Grounds Maintenance, Urban Forestry, and Irrigation</p> | <p>Parks and Natural Resources Manager; Grounds and Maintenance Supervisor; Maintenance Tech;</p> <p>External Contract – TexasScapes American Youth Works</p> | <ul style="list-style-type: none"> • All parks and grounds in the City will be maintained this includes the area behind City Hall, Valley Creek Park, and 10 Sunset. • Maintain records for compliance with the Texas Department of Agriculture regarding the use of pesticides. • Irrigation systems will be inspected and repaired monthly. • Trees will be trimmed as needed and hazardous tree will be removed. Young trees will be watered as needed to insure survival. |
| <p>Firebreak and Open Space Management</p> | <p>Public Works Director; Grounds and Maintenance Supervisor; Maintenance Tech;</p> <p>External Contract – TexasScapes</p> | <ul style="list-style-type: none"> • Maintain firebreaks in South Hills Conservation Area, Brodie Lane, and Sunset Valley Nature Area. • Mowing of open spaces for fire protection. • All activities in regards to the Balcones Canyonlands |



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| | American Youth Works | <p>Conservation Plan and compliance with the Endangered Species Act will be completed.</p> <ul style="list-style-type: none"> • Wildlife management as needed. |
| Vehicle and Equipment Maintenance | All staff 3 rd party contracts | <ul style="list-style-type: none"> • Clean and maintain all Public Works vehicles and equipment |
| Plan Review and Development Services | <p>Assistant to the City Administrator, the City Administrator, Public Works Director</p> <p>External – 3rd party contracts- Plan review, inspection, and engineering</p> | <ul style="list-style-type: none"> • Assist with plan reviews and permitting of commercial and residential projects. . Limited time and days for review. • Tree permits for residential and commercial areas. Limited time and days for review. • Inspections of site controls, connections to utilities and other construction items. |
| Council, Committee, and External Agency Coordination | Assistant to the City Administrator, the City Administrator, Public Works Director | <ul style="list-style-type: none"> • Assist with requests from Council, Committees, and External Agencies. . Limited time and days for review. |

Alert and Notification Worksheet

| Task/Decision | Assigned To: | Time Completed |
|--|---------------------------|----------------|
| Compose a notification message. If necessary, get approval before you start disseminating it. | City Administrator | |
| Decide on notification method(s) (CodeRed, imessage, etc.) | City Administrator | |
| If necessary, contact (IT Department) to establish a 1-800 information line. This line can be called by unassigned staff and/or the public to receive updated information regarding your department’s situation. | City Administrator | |
| Contact department personnel: <ul style="list-style-type: none"> ○ Brief description of the emergency situation | City Administrator | |



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| <ul style="list-style-type: none"> ○ Contact information for COOP IC ○ Alternate site info if relocating ○ Expectations (be available by phone, check website daily, etc.) ○ How additional information will be made available | | |
| If relocating, contact the alternate facility manager | City Administrator | |
| If necessary, assign a Public Information Officer (PIO) <ul style="list-style-type: none"> ○ PIO works with the COOP to ensure that only approved information is passed on | City Administrator | |

Activation Worksheet

| Task/Decision | Assigned To: | Time Completed |
|---|---------------------------|-----------------------|
| Assess the situation and activate the COOP plan if any of the following events occurs and is expected to continue for a period of time estimated to exceed 12 hours: <ul style="list-style-type: none"> ○ Loss or absence of leadership at the Supervisor level or above ○ Loss or inaccessibility of buildings ○ Loss of at least 50% of staff ○ Significant loss of IT systems ○ Significant loss of other critical operating systems ○ Significant loss of department vehicles | City Administrator | |
| Appoint Department COOP Incident Commander (CIC) (this could be the person who activated the COOP plan) | City Administrator | |
| Decide if the COOP plan should be partially or fully activated | City Administrator | |
| Decide whether to: <ul style="list-style-type: none"> ○ Stay in current facility ○ Initiate devolution ○ Relocate to an alternate site | City Administrator | |
| If relocating: <ul style="list-style-type: none"> ○ Select alternate facility ○ Decide which (if not all) essential functions to relocate ○ Appoint a relocation manager and team | City Administrator | |



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| Initiate notification process | City Administrator | |
| Determine if someone should stay at the primary site. If so, instruct him/her to provide status reports on a regular basis (e.g. every two hours for the first 48 hours and every four hours after that). | City Administrator | |
| Appoint staff who should work at the alternate site (may be same as relocation team) | City Administrator | |
| Inform personnel who are not assigned to the alternate location what their assignments are, if they should go home, etc. | City Administrator | |
| Determine if you should appoint a department spokesperson | City Administrator | |
| Appoint a Reconstitution Manager | City Administrator | |

Conclusion:

The above stated plan is simply that, a plan. The best organizations who are resilient are flexible. The City has a small and cross trained staff who are able to move roles easily. The residents can be assured City operations have the capacity to continue during emergency events.