

# Continuity of Government (COG) Plan

Exhibit A to Resolution No. 2023-R-46

City of North Port, Florida



## **I. Introduction**

### **A. Purpose**

Following an emergency and/or disaster, it will be necessary to preserve, maintain, or reconstitute the City of North Port government's ability to function and provide service to its residents. The purpose of this document is to outline the Continuity of Government (COG) plan for the City Commission.

### **B. Scope**

This COG deals with how the City Commission will reconstitute at an alternate facility if necessary and also continue to preside over normal city business during extenuating circumstances.

### **C. Planning Assumptions**

1. In the event of an emergency and/or disaster, City government may be disrupted due to the absence or unavailability of government officials.
2. Transportation infrastructure will be damaged and local transportation services will be disrupted.
3. Widespread damage to commercial telecommunications facilities will be experienced and the ability of first responders, governmental, and non-governmental response personnel to communicate will be impaired.
4. Homes, public buildings, critical facilities, and equipment will be destroyed or severely damaged.
5. Public utilities will be damaged and either fully or partially inoperable.
6. Assistance from the county, state, and federal government's may be significantly delayed or unavailable.

## **II. Situation**

The following are the hazards that can impact the City. Several of these hazards may have serious impacts that would warrant the activation of this Plan. The hazards are:

- a) Brush, Wildfires and Forest Fires
- b) Civil Disturbance
- c) Dam/Levee Failure
- d) Disease and Pandemic Outbreak
- e) Drought
- f) Enemy Attack
- g) Erosion (Riverine)
- h) Exotic Pests and Diseases

- i) Extreme Temperature (Cold and Heat)
- j) Flooding (Riverine and Storm Surge)
- k) Hazardous Materials Releases (to include Fixed Facilities and Transportation incidents)
- l) Hurricane/Tropical Storm
- m) Infrastructure Disruption
- n) Mass Migration
- o) Suspect Soils (Sinkhole, Muck Soils and Karst)
- p) Special Event Incident (e.g. Active Threat, Structural Collapse, Localized Air Contamination)
- q) Terrorism
- r) Thunderstorm (Lightning, Wind and Hail)
- s) Tornado
- t) Major Transportation Incident (Ground, Air)
- u) Utility Failure
- v) Winter Storm

### **III. Roles and Responsibilities**

#### **A. City Manager**

The City Manager is a full-time position and is responsible for the daily management of the City. The City Manager is an appointed official who serves as chief executive officer of the City and is responsible for carrying out all decisions, policies, ordinances, and motions made by the City Commission.

#### **B. City Commission**

The City Commission functions as North Port's legislative branch of government and is composed of five City Commissioners. The Commission approves the City's operating and capital budgets and the City's Capital Improvement Program, adopts local legislation, and establishes high-level policy for the health, safety, and welfare of the City's residents.

The City Commission sits as the governing board for each of the City's three dependent districts: North Port Fire Rescue District, North Port Road and Drainage District, and North Port Solid Waste District. In its governing authority, the Commission approves the districts' budgets.

#### **C. Division Chief of Emergency Management**

This position oversees the Emergency Management function for the City and is a division of the Fire Rescue District. The Division Chief of Emergency Management serves as the city's Continuity of Government/Operations (COG/COOP) Planning Coordinator. This Divisions Chief's day-to-day responsibilities include:

1. Working with local government and private sector organizations to develop plans and capabilities responsive to hazards that pose a serious threat.
2. Coordinating all components of an integrated emergency management system, consisting of fire and police, emergency medical service, public works, volunteers, and other groups contributing to emergency management.

3. Maintaining an emergency management program and organization; carrying out all directives in accordance with Florida Statutes Chapter 252.
4. Training staff, including the types of hazards and their consequences, professional development, emergency response and recovery, emergency operations planning, and emergency exercise development.
5. Identifying and analyzing natural, technological, terrorist and man-made hazards and creating a multi-year program development plan.

#### **IV. Concept of Operations**

##### **A. General**

This COG is activated by the City Manager or designee in response to an emergency and/or disaster.

##### **B. Succession**

###### **1. City Commission**

Section 3.01 of the City Charter addresses vacancies of City Commission seats but does not address the loss of a quorum due to an emergency and/or disaster. In the event of an emergency and/or disaster that results in a majority of City Commission seats being vacant, the City Clerk shall immediately notify the Governor of the State, who shall fill the vacancies by appointment. The appointees shall serve until the next general or special election, but in each case, only until the end of the term of the replaced elected official, whichever occurs first.

###### **2. City Manager**

The City Manager will designate at least three emergency interim successors as outlined in and in accordance with Florida Statutes Section 22.06. The designation should be accomplished by issuing an official memo to the City Commission, with a copy to the other charter officers, the Emergency Manager, and the designated successors. In the absence of a designation, the City Commission shall select an emergency interim successor.

The emergency interim successor shall exercise the powers and discharge the duties of the City Manager until the City Manager (or a preceding emergency interim successor) again becomes available to exercise the powers and discharge the duties of office.

If there is a vacancy in the office of the City Manager, the City Commission shall designate and appoint a properly qualified person to execute the functions of the office until the City Commission appoints a new City Manager per section 9.04 of the City Charter.

###### **3. City Attorney**

The City Attorney will designate at least two emergency interim successors. The designation should be accomplished by issuing an official memo to the City Commission, with a copy to the

other charter officers, the Emergency Manager, and the designated successors. In the absence of a designation, the City Commission shall select an emergency interim successor.

The emergency interim successor shall exercise the powers and discharge the duties of the City Attorney until the City Attorney (or a preceding emergency interim successor) again becomes available to exercise the powers and discharge the duties of office.

If there is a vacancy in the office of the City Attorney, the City Commission shall designate and appoint a properly qualified person to execute the functions of the office until such time as a new City Attorney is appointed.

#### 4. City Clerk

The City Clerk will designate at least two emergency interim successors. The designation should be accomplished by issuing an official memo to the City Commission, with a copy to the other charter officers, the Emergency Manager, and the designated successors. In the absence of a designation, the City Commission shall select an emergency interim successor.

The emergency interim successor shall exercise the powers and discharge the duties of the City Clerk until the City Clerk (or a preceding emergency interim successor) again becomes available to exercise the powers and discharge the duties of office.

If there is a vacancy in the office of the City Clerk, the City Commission shall designate and appoint a properly qualified person to execute the functions of the office until such time as a new City Clerk is appointed.

### **V. Constitutional Method for Temporary Succession**

If at any time the Florida legislature provides a method for prompt and temporary succession pursuant to Article II, Section 6 of the Florida Constitution, then that method will prevail for emergency attacks.

### **VI. Authority and Logistics**

#### A. Delegation of Authority

During the City's response to an emergency and/or disaster, the governing body and other officers of the City possess and exercise power and functions in light of the exigencies of the emergency situation without regard to, or compliance with, time-consuming procedures and formalities prescribed by law, and all acts of such body and officers shall be valid and binding.

#### B. Primary and Alternate Seats of Government

City-owned facilities are maintained by the Public Works Infrastructure and Facilities Division.

##### 1. Primary Facility

This facility is where the City Manager oversees the day-to-day business of the City government. The primary facility is City Hall, 4970 City Hall Blvd., North Port, Florida 34286.

## 2. Alternate Facility

The alternate facility is the George Mullen Activity Center, located at 1602 Kramer Way, North Port, Florida 34286.

## 3. City Commission Meetings

The City Commission may meet in the primary or alternate facility. In the event neither facility is available, the City Commission may meet in any other appropriate and available facility. City Commission meetings must be open to the public.

The Infrastructure and Facilities Division is responsible for ensuring that the facility is capable of supporting City Commission meetings which may include but not be limited to hosting the public, projecting audio, providing microphones and speakers, and the ability to record.

## **VII. Administration**

### A. Vital Records

It is important to public health, safety and well-being that vital government records are identified, and protection or duplication measures are implemented.

Pursuant to Section 10.05 of the City Charter, the City Clerk is the custodian of all official records of the City and of the official City Seal. The City Clerk is responsible to the City Commission for the proper administration of all affairs concerning the records of the City.

### B. Plan Maintenance

The City Manager's Office is responsible for reviewing this COG on an annual basis. The Fire Rescue Division of Emergency Management assists as needed.

The City Manager's Office will present any updated versions of the COG to the City Commission for approval as needed.

## **VIII. Training and Exercises**

### A. Training

All personnel who support the preparedness and execution of this COG will be provided training on the COG at least once every two years.

### B. Exercises

Training and exercises provide the most effective method of training personnel without experiencing an actual emergency. City departments, divisions and/or offices involved in supporting the preparedness and execution of this COG should conduct periodic training and exercises to test plans, policies, procedures, equipment, and facilities.