

CITY OF WILLCOX
Request for Council Action

Agenda Item: 6
Tab Number: 1
Date: 08-06-12

Date Submitted:
July 31, 2012
Date Requested:
Aug. 6, 2012

Action:
 Resolution
 Ordinance
 Formal
 Other

Subject:
Cochise County Multi-
Jurisdictional Hazard
Mitigation Plan

To: Honorable Mayor and City Council

From: Public Services & Works, Streets Section

Discussion: Across the United States, natural and human-caused disasters have led to increasing levels of death, injury, property damage and interruption of business and government services. Seven jurisdictions within Cochise County have participated in a planning effort to reduce the impacts of natural and human-caused hazards.

The elected and appointed officials from these jurisdictions were part of a planning team that met four times during the period of May to October of 2011 in a collaborative effort to review, evaluate, and update plans.

The Arizona Division of Emergency Management secured a federal planning grant and hired JE Fuller Inc. to assist in the planning process.

This plan has been prepared in compliance with Section 322 of the Robert T Stafford Disaster Relief and Emergency Assistance Act. The plan identifies hazard mitigation measures intended to eliminate or reduce the effects of future disasters throughout the county, and was developed in a joint and cooperative venture by members of the Cochise County Planning Team.

This plan will be updated every five years through records kept of improvements to drainages, building codes and other mitigation areas.

Recommendation: Staff recommends Mayor and Council to approve and adopt the Hazard Mitigation Plan as a guide to help mitigate future hazards within our City and surrounding area.

Fiscal Impact: No fiscal impact upon the City's budget.

Prepared By: *Gary Adams*
Gary Adams, Street's Supervisor

Approved By: *Dave Bonner*
Dave Bonner, Public Services & Works Director

Approved By: _____
Pat McCourt, City Manager

Cochise County Multi-Jurisdictional Hazard Mitigation Plan 2012 Document Summary

Working with ADEM, J. E. Fuller, Cochise County as well as other Municipal Jurisdictions the following summarizes the full document referred to as the Cochise County Multi-Jurisdictional Hazard Mitigation Plan. The entire document is available for review on the City of Willcox website under Public Safety.

EXECUTIVE SUMMARY

Across the United States, natural and human-caused disasters have led to increasing levels of death, injury, property damage, and interruption of business and government services. The toll on families and individuals can be immense and damaged businesses cannot contribute to the economy. The time, money and effort to respond to and recover from these emergencies or disasters divert public resources and attention from other important programs and problems. With 30 federal or state declarations, 478 other significant events, and a combined total of 508 disaster events recorded, the seven jurisdictions within Cochise County, Arizona participating in this planning effort, recognize the consequences of disasters and the need to reduce the impacts of natural and human-caused hazards. The county and jurisdictions also know that with careful selection, mitigation actions in the form of projects and programs can become long-term, cost effective means for reducing the impact of natural and human-caused hazards.

The elected and appointed officials of Cochise County, Benson, Bisbee, Douglas, Huachuca City, Sierra Vista, and Willcox demonstrated their commitment to hazard mitigation in 2006-2007 by preparing the first set of Single Jurisdiction Multi-Hazard Mitigation Plans. The City of Tombstone later conducted their own planning effort with their plan being approved in early 2010. Jointly, these plans are referred to as the 2007 Plans. The 2007 Plans were approved by FEMA in December 2006, January 2007, November 2008, and August 2010, and require full, FEMA approved, updates prior to the subsequent five year expiration.

In response, the Arizona Division of Emergency Management (ADEM) secured a federal planning grant and hired JE Fuller/ Hydrology & Geomorphology, Inc. to assist the county and participating jurisdictions with the update process. Cochise County reconvened a multi-jurisdictional planning team comprised of veteran and first-time representatives from each participating jurisdiction, various county and local departments and organizations, and ADEM. The Planning Team met four times during the period of May to October, 2011 in a collaborative effort to review, evaluate, and update the 2007 Plans. The resulting Cochise County Multi- Jurisdictional Hazard Mitigation Plan (Plan) will continue to guide the county and participating jurisdictions toward greater disaster resistance in full harmony with the character and needs of the community and region.

The Plan has been prepared in compliance with Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act or the Act), 42 U.S. C. 5165, enacted under Sec. 104 the Disaster Mitigation Act of 2000, (DMA 2000) Public Law 106-390 of October 30, 2000, as implemented at CFR 201.6 and 201.7 dated

SECTION 2: INTRODUCTION

2.1 Plan History

In late 2005 through early 2007, Cochise County and the incorporated communities of Benson, Bisbee, Douglas, Huachuca City, Sierra Vista, and Willcox participated in a mitigation planning process that resulted in the development of separate stand-alone plans for each participating jurisdiction. In 2009, the City of Tombstone also developed a FEMA approved stand-alone plan. The City of Willcox prepared a plan as well, but never promulgated or completed the FEMA approval process. The following is a list of the plans that were produced for the Cochise County jurisdictions:

- *Cochise County Multi-Hazard Mitigation Plan (January 25, 2007)*
- *City of Benson Multi-Hazard Mitigation Plan (December 5, 2006)*
- *City of Bisbee Multi-Hazard Mitigation Plan (November 17, 2008)*
- *City of Douglas Multi-Hazard Mitigation Plan (January 24, 2007)*
- *City of Sierra Vista Multi-Hazard Mitigation Plan (January 25, 2007)*
- *City of Tombstone Multi-Hazard Mitigation Plan (August 27, 2010)*
- *City of Willcox Multi-Hazard Mitigation Plan (Final Draft – No Promulgation / FEMA Approval)*
- *Town of Huachuca City Multi-Hazard Mitigation Plan (January 25, 2007)*

Collectively and individually, these plans will be referred to herein as the 2007 Plan(s). With the exception of the Bisbee and Tombstone Plans, the 2007 Plans are expired.

2.2 Plan Purpose and Authority

The purpose of the Plan is to identify natural hazards and certain human-caused hazards that impact the various jurisdictions located within Cochise County, assess the vulnerability and risk posed by those hazards to community-wide human and structural assets, develop strategies for mitigation of those identified hazards, present future maintenance procedures for the plan, and document the planning process. The Plan is prepared in compliance with DMA 2000 requirements and represents a multi-jurisdictional update of the 2007 Plans listed in Section 2.1. Cochise County and all of the Cities and Towns are political subdivisions of the State of Arizona and are organized under Title 9 (cities/towns) and Title 11 (counties) of the Arizona Revised Statutes ARS). As such, each of these entities is empowered to formally plan and adopt the Plan on behalf of their respective jurisdictions.

Funding for the development of the Plan was provided through a PDM planning grant obtained by the State of Arizona from FEMA. JE Fuller/ Hydrology & Geomorphology (JE Fuller) was retained by Arizona Division of Emergency Management (ADEM) to provide consulting services in guiding the planning process and Plan development.

2.3 General Plan Description

The Plan is generally arranged and formatted to be consistent with the 2010 State of Arizona Multi-Hazard Mitigation Plan (State Plan) and is comprised of the following major sections:

Planning Process – this section summarizes the planning process used to update the Plan, describes the assembly of the planning team and meetings conducted, and summarizes the public involvement efforts.

Community Description – this section provides an overall description of the participating jurisdictions and the County as a whole.

Risk Assessment – this section summarizes the identification and profiling of natural and human-caused hazards that impact the County and the vulnerability assessment for each hazard that considers exposure/loss estimations and development trend analyses.

Mitigation Strategy – this section presents a capability assessment for each participating jurisdiction and summarizes the Plan mitigation goals, objectives, actions/projects, and strategy for implementation of those actions/projects.

Plan Maintenance Strategy – this section outlines the proposed strategy for evaluating and monitoring the Plan, updating the Plan in the next 5 years, incorporating plan elements into existing planning mechanisms, and continued public involvement.

Plan Tools – this section includes a list Plan acronyms and a glossary of definitions.

2.4 Overall Plan Update Process

The Plan is the result of a thorough update process that included a section by section review and evaluation of the 2007 Plans by the planning participants. As previously stated, the individual 2007 Plans are being consolidated into a single, multi-jurisdictional plan with this update. Accordingly, the final arrangement of the Plan is different from the 2007 Plans. At the onset of the planning process, ADEM printed a copy of each of the 2007 Plans and provided them to each respective jurisdiction as a working document for their review and use during the planning process. This way the jurisdictions could keep their original 2007 Plan intact and unmarked. Digital versions of the Cochise County 2007 Plan were made available to planning team members not directly associated with a specific jurisdiction. The Planning Team reviewed each section of the 2007 Plan(s) during the first meeting, wherein the plan purpose was explained, sections were discussed, and the plans' relation to the DMA 2000 requirements were summarized. Using the existing Plan(s), gave way to discussions on how to update and improve the Plan. Planning participants were requested bring their working copy to every meeting as the team stepped through each stage of the update process. Table 2.1 summarizes the review and analysis of each section of the 2007 Plans and generally describes what changes were or were not made and why. Additional details of that process are also discussed in the Plan sections as well.

Table 2-1: Summary of 2007 Plan review and 2012 Plan correlation

2007 Plan Section	2012 Plan Section	Review and Changes Description (2007 Plan to the 2012 Plan)
1	1, 2 and 4	<ul style="list-style-type: none"> • Plan format changes were made to make the Plan more compatible with the 2010 State Plan format. • General plan descriptions were changed to reflect the update process, the new plan format, and authorizations • Community descriptions were compiled to provide both a county-wide and jurisdiction specific depiction. Much of the original text was kept. Time sensitive data such as demographics, climate statistics, and incorporated community boundaries were updated with the latest information available. • Descriptions of development history were updated to reflect the last five years.
2	3	<ul style="list-style-type: none"> • The 2007 Plan contacts were updated as necessary and recompiled into Section 3 of the 2012 Plan. The review concluded that the original Section 2 data did not warrant a separate section and it could be added to Section 3.

3	3	<ul style="list-style-type: none"> • Section 3 was expanded to include evaluation summaries and to better describe the planning team development. • Added a column to the table listing the planning team participants to describe their roles • Decided to keep the table format summarizing the planning team meetings and agendas, but provide supplemental meeting minutes in an Appendix • Provided a new section to address agency/organization participation and changes between the 2007 Plan and 2012 Plan participation
4	5	<ul style="list-style-type: none"> • Risk Assessment changed from Section 4 to Section 5 • The whole structure of the risk assessment was revised to provide a hazard based approach to the subsections. The planning team felt this would make the plan easier to understand and follow. • Each hazard profile and vulnerability analysis was carefully updated to reflect either more current or totally new data. • Asset inventories were updated and refined to make them more complete and current.
5	6	<ul style="list-style-type: none"> • Mitigation Strategy changed from Section 5 to Section 6 • A review of the goals and objectives subsection resulted in a significant change to much simpler goals and objectives. Reasoning for the changes are summarized in Section 6.1 • Tables 5.1 and 5.4 of the capability assessment were compiled into one table to provide an "at-a-glance" summary of these elements. The details of the old Table 5.4 were relegated to the reference lists provided at the end of each hazard subsection of the new Plan Section 5.3 and at other locations throughout the Plan where the documents are referenced. • Tables summarizing previous mitigation activities for each jurisdiction were provided to document past mitigation activities • Section addressing the NFIP program was added in compliance to requirement changes from the 2007 Plan to the 2012 Plan • Each mitigation action/project in the 2007 Plan were reviewed and assessed by the respective jurisdiction. Tables summarizing the results are provided • Planning team chose to combine the old tables 5.5 and 5.6 into one table to have all the details of the new mitigation actions/projects in one table.
6	7	<ul style="list-style-type: none"> • Plan Maintenance Procedures changed from Section 6 to Section 7. • In general, the review of this section highlighted the lack of plan maintenance actually performed and forced a better definition of future efforts. It is anticipated that a multi-jurisdictional plan will provide the platform for a more regular review. • Added text to discuss review past plan maintenance activities and reasons for successes/failures. • Identified the need to expand Section 7.3 to provide a better explanation of plan incorporation by each of the jurisdictions. • Identified a need to provide more definition and specificity to the approach in Section 7.4. Revised to be more specific in the types and schedules of future public involvement opportunities.

Section 3 Planning Process:

This section covers the planning process and the members who have been involved. In the initial development of the Mitigation Plan in 2006 the City of Willcox had several people involved in the process including:

Ryan Benavides, Jesus Esqueda, Jay Youngs, Jake Weaver, Patti Ackerson, Dave Bonner, Lupe Perez and Jerry Guidice. During the latest review Patti Ackerson, Gary Adams and Dave Bonner participated in the four meetings held from May 2011 to October 2011.

Section 4 Community Descriptions:

This section contains Community Descriptions. There is a general description of the formation of Cochise County as well as the founding and incorporation dates of each jurisdiction. Climate, population and economy are also covered. In addition there is an overview of each jurisdiction. The following is the overview for Willcox.

Willcox is located in north-central Cochise County, Arizona. At an elevation of 4,167 feet, the city is nestled at the northern end of the Sulphur Springs Valley near the Dos Cabezas and Chiricahua Mountains. Cochise County is located at the extreme southeastern corner of the state, and shares boundaries with the State of New Mexico on the east and Mexico on the south. Willcox is known for extraordinary migratory bird viewing opportunities with the presence of the riparian lake system in the southern extent of the city. Willcox is situated about halfway between Phoenix, Arizona and El Paso, Texas on Interstate 10, and is about 80 miles east of Tucson. The Willcox city limits currently occupy approximately 6.0 square miles. The location of Willcox, relative to the State of Arizona, is depicted in Figure 4-2.

The heart of Willcox is generally located at 109.83 degrees west and latitude 32.26 degrees north. Major roadway transportation routes through or near the City include Interstate 10, U.S. Highway 191 and State Route 186. The Union Pacific Railroad (UPRR) passes through the City, with the east-west line generally paralleling the I-10 alignment, and a line extending south. Willcox is serviced by both a public (Cochise County Airport) and two private airstrips. Figure 4-17 shows all the major roadway and railway transportation routes, and airports within the vicinity of Willcox. Willcox is located on the north edge of a regional closed basin lakebed in the Sulphur Springs Valley known as the Willcox Playa. Due to the relatively flat terrain, there are no major natural riverine watercourses within the City. Instead, drainage through the area is characterized by broad and shallow sheet flooding, ponding, and small, local, manmade drainage ditches and channels.

Land within Willcox is primarily owned by private entities with approximately 200 acres in State Trust Land. Figure 4-17 provides a visual depiction of the land ownership in Willcox. According to the Arizona Department of Administration, Willcox's average labor force in August 2011 was 2,146 with an unemployment rate of 12.7%. Willcox was once known as the Cattle Capital of the nation and the area's agriculture is still a prominent contributor to the economy of the City. The City's location along Interstate 10 and the UPRR, its retired winter visitors, and year-around tourism support a strong service and trade industry. Major employers include: Eurofresh Farms, Rip Griffen Trucking Center, Simflow Manufacturing, Northern Cochise County Community Hospital, Safeway, Arizona Electric Power Cooperative, Inc., Sulphur Springs Valley Electrical Cooperative, Willcox Public School, and the City of Willcox.

The City of Willcox General Plan 20 (General Plan) Technical Appendices also provide a wealth of information summarizing the economic and demographic characteristics of Willcox. Established in 1880 and incorporated in 1915, Willcox is the trade center for the northern portion of Cochise County. According to a website sponsored by a local real estate company:

“Willcox was in the middle of the hustle and bustle of the old west. With the railroad going through the center of town it was an ideal location for the shipment of not only cattle but any type of goods produced in the area that were shipped throughout the United States. Incoming trains brought goods that were needed in the northern part of the county. Fort Bowie and the local mining community of Dos Cabezas had many of their supplies come in via the railroad.”

In the last ten years, Willcox has experienced minor but steady growth, with more of the same anticipated for the future. The General Plan has identified several key growth areas, which are briefly summarized in the following paragraphs. 20 Community Sciences Corporation, 2002, *City of Willcox General Plan*, adopted January 29, 2002. Website sponsored by Willcox Real Estate Company with a URL at: <http://www.willcoxaz.net/willcoxarizona.html>.

Master Planned Developments – Master planned developments include the 5M site north of Ft. Grant Road where 250 homes, retail, offices and light industry are proposed. Phased construction of mixed uses allow the City and developer to work together, providing sequential additions to housing and businesses, local government revenues and investor profits, as the master plan proceeds toward build-out. Other planned developments, such as Ironwood Manor and future mixed-use projects on County lands near the City may also be designated as Growth Areas.

Downtown – Revitalization of downtown areas that can build upon the historic, tourist attracting resources through the construction of infill housing, and developing a shuttle service and pedestrian pathways to enable visitors to enjoy the flavor of the Old West with shopping, museums, food/fun establishments and civic events. With municipal services in place, downtown Willcox is convenient to schools, churches, recreation and jobs, all within walking distance.

340 Interchange – Modernization of this interchange will facilitate commercial expansion by creating smoother traffic movements (especially for interstate trucks), reduce congestion and open prime frontages to vehicular access. Existing convenience and local shopping needs are likely to grow concentrically with internal circulation driveways and proper floodwater diversion. These improvements will also accommodate the development of hotels, restaurants, trucker services, etc., and the direct access to Interstate 10 may also inspire apartment development for commuters who use the Interstate.

Cochise Lake Neighborhood – The original master plan for this area could be revived and/or redesigned to develop a variety of housing types and prices that would appeal to broader range prospective homeowners. The neighborhood enjoys many outdoor living amenities such as golfing on the existing nine-hole municipal course, bicycling and walking trails, birdwatching, picnicking and parks.

Section 5 Risk Assessment:

This section covers the Risk Assessment. Cochise County identified seven natural hazards including; Drought, Dust/Sand Storms, Flooding/Flash Flooding, Mine Subsidence, Thunderstorms/High Winds, Tropical Storms/Hurricanes, Wildfire in the

2007 Hazard List. In 2010 the State plan identified twelve hazards including; Dam Failure, Drought, Earthquake, Extreme Heat, Fissure, Flooding/Flash Flooding, Landslides/Mudslides, Levee Failure, Sever Wind, Subsidence, Wildfires and Winter Storms. The hazards identified were evaluated on the number of incidents, fatalities, injuries and damage cost. In addition a risk assessment provides for a weighted evaluation of the hazards divided into categories of Probability, Magnitude/Severity, Warning Time and Duration. Each category has four levels. All of these factors are used to develop a weighted risks assessment or Calculated Risk Priority index (CPRI) for each potential hazard in the jurisdiction.

The ratings for Willcox for each hazard are as follows:

Hazard	Probability	Magnitude/Severity	Warning Time	Duration	CPRI Score
Building Collapse	Possible	Limited	>24 hours	< 6 hours	1.75
Drought	Possible	Limited	>24 hours	>1 week	2.05
Fissure	Possible	Limited	>24 hours	< 1 week	1.95
Flooding	Likely	Limited	6-12 hours	< 1 week	2.70
Hazardous Materials	Likely	Critical	< 6 hours	< 1 week	3.15
Severe Wind	Likely	Limited	< 6 hours	< 24 hours	2.75
Wildfire	Possible	Limited	< 6 hours	< 6 hours	2.20

Section 6 Mitigation Strategy:

This section addresses mitigation strategy. The following is the recommended strategy for the City of Willcox:

Regulatory Tools for Hazard Mitigation	Description	Responsible Department/Agency
CODES	<ul style="list-style-type: none"> • City of Willcox City Code • 2003 international building code 	<ul style="list-style-type: none"> • Development Services
ORDINANCES	<ul style="list-style-type: none"> • Zoning Ordinance (Title 17 of City Code) • Subdivision Ordinance (Title 16 of City Code – Large Scale Development) 	<ul style="list-style-type: none"> • Development Services • Planning & Zoning Commission
PLANS, MANUALS, and/or GUIDELINES	<ul style="list-style-type: none"> • Willcox General Plan (2008) • City of Willcox Multi-Hazard Mitigation Plan (2006 – Never adopted by council or approved by FEMA). • Emergency Response Plan 	<ul style="list-style-type: none"> • City Manager • Police Department • Public Works Department
STUDIES	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

Staff/Personnel Resources	<input checked="" type="checkbox"/>	Department/Agency - Position
Planner(s) or engineer(s) with knowledge of land development and land management practices	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Development services
Engineer(s) or professional(s) trained in construction practices related to buildings and/or infrastructure	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Public Works Director • Public Works Department
Planner(s) or engineer(s) with understanding of natural and/or human-caused hazards	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Development Services • Police Department • Public Works Department
Floodplain Manager	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Development Services
Surveyors	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Public Works Department
Staff with education or expertise to assess the community's vulnerability to hazards	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Planning & Zoning Commission • Public Works Department • Police Department
Personnel skilled in GIS and/or HAZUS		
Scientists familiar with the hazards of the community		
Emergency Manager	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Police Department • Public Works Department • City Manager
Grant writer(s)		

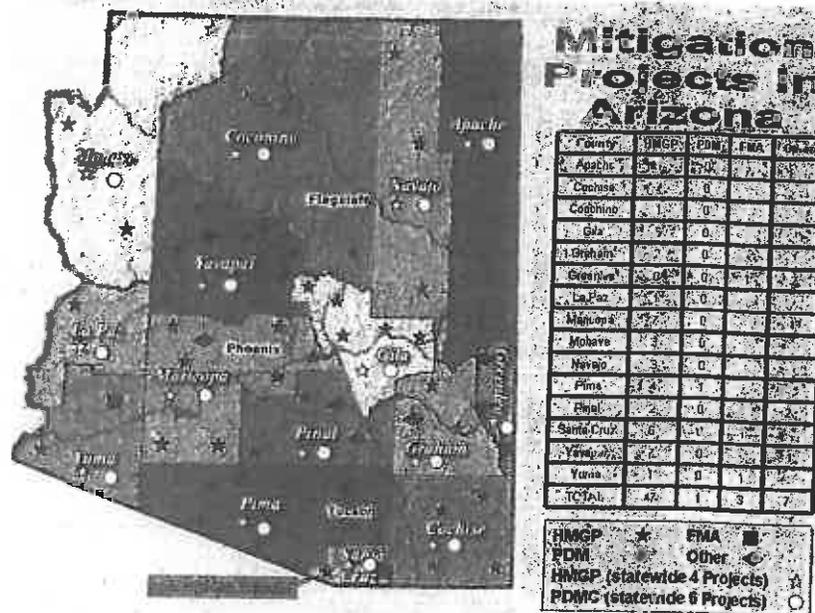
Table 6-3-7: Fiscal capabilities for Willcox

Financial Resources	Accessible or Eligible to Use (Yes, No, Don't Know)	Comments
Community Development Block Grants	Yes	
Capital Improvements Project funding	Yes	
Authority to levee taxes for specific purposes	Yes	
Fees for water, sewer, gas, or electric service	Yes	Water, Sewer, Gas and Refuse
Impact fees for homebuyers or new developments/homes	No	
Incur debt through general obligation bonds	Yes	
Incur debt through special tax bonds	Yes	

6.2.2 Previous Mitigation Activities

During the last planning cycle many mitigation activities have been accomplished by the jurisdictions within Cochise County. Table 6-4 provides an updated summary, by jurisdiction, of recent mitigation activities performed over the last planning cycle or generally within the last five to ten years.

The City of Bisbee is the only participating jurisdiction to receive funding for a project through federal hazard mitigation grant money such as FMA, HMGP, or PDM. In 2001, the city received HMGP funds from the 1993 flooding disaster (FEMA-977-DR) to provide flood proofing of a retaining wall along Brewery Gulch Road, storm drain rehabilitation and structural augmentation for the Mule Gulch drainage channel, stormwater management and slope stabilization for the High Road retaining wall, and stormwater management for the Brooks Apartment drainage system. The total project costs for all four areas amounted to \$787,390. Cochise County jurisdictions have also benefitted from PDM funds procured by ADEM for the development of the 2007 and current hazard mitigation plans. Figure 6-1 is a graphical depiction of past federally funded mitigation projects in the State, as tracked by ADEM.



Source: ADEM, 2010

Figure 6-1: Past Mitigation Projects in Arizona

Table 6-7-7: Mitigation actions and projects and implementation strategy for Willcox

Mitigation Action/Project				Implementation Strategy				
Description	Hazard(s) Mitigated	Community Assets Mitigated (Ex/New)	Estimated Cost	Priority Ranking	Planning Mechanism(s) for Implementation	Anticipated Completion Date	Primary Agency / Job Title Responsible for Implementation	Funding Source(s)
<p>GOAL: Reduce or eliminate the risk to people and property from all hazards.</p> <p>Objective 1: Reduce or eliminate risks that threaten life and property in the incorporated and unincorporated jurisdictions within Cochise County.</p> <p>Objective 2: Reduce risk to critical facilities and infrastructure from all hazards.</p> <p>Objective 3: Promote hazard mitigation throughout the incorporated and unincorporated jurisdictions within Cochise County.</p> <p>Objective 4: Increase public awareness of all hazards and risks that threaten the incorporated and unincorporated jurisdictions within Cochise County.</p>								
<p>Conduct a public education campaign to increase awareness of fire hazards.</p> <p>Distribute mitigation flyers outlining defensible space mitigation strategies at public gathering opportunities as appropriate.</p>	Wildfire/ Structure fire.	Both	\$1,000	High	Fire Department Planning	Annually	Fire Department/ Fire Chief	General Fund
<p>Develop evacuation plans for the areas along I-10 and Railroad areas due to heavy traffic with hazardous materials on board.</p>	HAZMAT	Existing	Staff Time	High	Fire Department Planning	Annually	Fire Department/ Fire Chief	General Fund
<p>Review and update "Tide 18 flood damage prevention ordinance" and municipal codes to help prevent flooding and maintain compliance with the NFIP Program.</p>	Flood	Both	Staff Time	High	Planning and zoning / City Council	Annually	Development Services / Supervisor	General Fund

Appendix A will contain the Official Resolution of the Adoption.

Appendix B includes the Planning Process Documentation which primarily consists of the correspondence before and after the planning meetings.

Appendix C are the Public Involvement Records which are the advertisement requesting public comments from each jurisdiction.

Appendix D includes the Detailed Historic Hazard Records for each jurisdiction.

Appendix E will include any Maintenance Review Memorandums. There are currently no documents in this appendix.

Section 7 Plan Maintenance Procedures:

This covers the Plan Maintenance Procedures. According to the DMA 2000 requirements, each plan must define and document processes or mechanisms for maintaining and updating the plan within the established five-year planning cycle.

§201.6(c)(4): *[The plan shall include...] (4) A plan maintenance process that includes:*
(i) A section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.

(ii) A process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate.

(iii) Discussion on how the community will continue public participation in the plan maintenance process.

§201.6(d)(3): *Plans must be reviewed, revised if appropriate, and resubmitted for approval within five years in order to continue to be eligible for HMGP project grant funding*

The Planning team has established the following monitoring and evacuation procedures:

Schedule – The Plan shall be reviewed on at least an annual basis or following a major disaster. Each jurisdiction will also perform a mid-term review to keep current with the Plan. ADEM will prompt the need for review on or around the anniversary of the Plan approval date and will contact the County Emergency Manager to initiate the review process. The County EM will contact each jurisdiction's point of contact or the City/Town Manager/Clerk to coordinate the Plan review.

Review Content – The content and scope of the Plan review and evaluation will address the following questions:

- o **Hazard Identification:** *Have the risks and hazards changed?*
- o **Goals and objectives:** *Are the goals and objectives still able to address current and expected conditions?*
- o **Mitigation Projects and Actions:** *Has the project been completed? If not complete but started, what has been done and what percent of the project has been completed? What remains to be done? Are there changes to the scope of work?*

Each jurisdiction will review the Plan as it relates to their community and document responses to the above questions in the form of an informal memorandum. During the annual review process, each jurisdiction may present their review findings to the Planning Team to discuss concerns or successes. Documentation of the annual review will include a compilation of the memorandums generated by each jurisdiction plus any notes on discussions and conclusions.

Section 8 Plan Tools

This section is dedicated to the terminology used in hazard mitigation planning. This section includes acronyms and definitions of the terms.