

# Chapter 9. Action Plan

## 9.1. Background

The culmination of the *Gretna Flood Hazard Mitigation Plan* is the series of action items presented in this chapter. The goals and priorities of the overall program are outlined here. Specific activities pursuant to the goals and priorities are detailed in Sections 9.2 – 9.4. These sections assign recommended projects and deadlines to the appropriate offices.

**Goals:** The overall directions can be summarized under the five goals established by the Mitigation Planning Committee and listed at the end of Chapter 3:

1. Protect critical facilities and utilities
2. Protect lives and health
3. Protect homes, businesses, and schools
4. Minimize the costs to the City and property owners
5. Ensure that new construction supports these goals

General recommendations appear at the end of Chapters 4 – 8 for each of the five general flood mitigation strategies. This chapter converts those general recommendations to specific action items, for the most part following the same order as Chapters 4 – 8. Table 9-1 tracks which action items further each of the five goals.

**Priorities:** The Mitigation Planning Committee reviewed and discussed many things that can be done to protect people and property from the City's flood hazards summarized in Chapter 2. It was recognized that priorities must be set so the City's resources can focus on those activities that will do the most good. Accordingly, five factors were used to prioritize what should be pursued:

**1. The flood threats:** The City is faced with two flood threats:

- Flooding from rain and stormwater that overloads the drainage system, and
- Flooding from the failure of one of the levees that surround the area.

The former has been more frequent and is the cause for the City being designated by FEMA as one of the most repetitive flood loss communities in the country. There are also many more things that can be done about the drainage system. Levee failure is less likely, but will have a much greater impact on Gretna.

While more attention is given to mitigating drainage problems, both hazards are addressed in one or another of the recommended action items. The City can do what it can for its residents in the areas of public safety and insurance, but reducing the threat of a levee failure is in the hands of other government agencies.

2. **Appropriate measures:** The recommended action items need to be appropriate for the type of threat presented. For example, the relatively small amount of damage that shallow drainage flooding incurs on a building can be mitigated with floodwalls and floodproofing. On the other hand, a levee failure presents more of a life safety threat. Appropriate measures for life safety threats are emergency warning and public information activities.
3. **Costs and benefits:** The Committee considered the costs and relative benefits of alternative measures. These factors are listed in the description of each action item. It is desirable to list costs in terms of dollars, but most of the recommendations involve staff time rather than the purchase of equipment or services that can be readily measured in dollars.

In many cases, benefits, such as lives saved or future damage prevented, are hard to measure in dollars, so narrative discussions are provided. In all cases, the Committee concluded that the benefits (in terms of reduced property damage, lives saved, and/or health problems averted) outweighed the costs for the recommended action items.

Further, FEMA grant and federal flood control program rules ensure that no major expenditure will be made without first conducting a detailed benefit/cost analysis of the proposed project.

4. **Affordability:** Not only must the benefits exceed the costs, the projects must be affordable given the City's available resources and staffing. In some cases, the total cost was not clear, so an action item recommends pursuing more information. Action item 5, for example, calls for the master capital improvements plan to itemize the costs of the remaining drainage projects that are still needed.
5. **Environmental impact:** The impact of a project on both the natural and human environment was considered. Projects such as enlarging the canals that drain the City were not considered because of the adverse impact they would cause to downstream properties.

Based on these factors, the Committee prioritized the possible activities that could be pursued. Some possible projects, such as acquiring floodprone structures, were not pursued because they did not meet these criteria. The result is 16 action items that address the City's flood problems, are appropriate for those problems, are cost-effective, are affordable, and have minimal adverse impact on the human and natural environment.

**Action items:** Sixteen action items are recommended in the following pages. Each action item starts with a short description, followed by five subheadings that identify

- Earlier sections of this *Plan* that discuss the topic and make recommendations
- The agency or office responsible for implementing the action item
- The deadline for accomplishing the action item
- The cost of implementation
- The benefits of implementing the action item

The discussions in the earlier chapters provide more background and direction on each action item. All of the action items can be tied to the goals listed at the end of Chapter 3 and the recommendations at the ends of Chapters 4 – 8. These relationships are shown in the background section of each action item and in Table 9-1 on the next page.

Section 9.2 identifies three administrative tasks needed to administer and support *Plan* implementation. Section 9.3 includes the nine programmatic action items that are recommended. Section 9.4 lists four public information action items that form the public information program strategy credited separately by the Community Rating System. Section 9.5 has the resolution for the City Council to pass to put the Action Plan in effect.

## 9.2. Administrative Action Items

This section identifies three action items that are needed to administer and support the recommendations of the rest of this chapter: adopting the *Plan*, charging the Mitigation Planning Committee with monitoring its implementation, and improving and maintaining the City's Community Rating System credit as an additional incentive for implementation of the action items.

**1. Plan Adoption:** The City will adopt this *Flood Hazard Mitigation Plan* by passing the resolution in Section 9.5. The resolution charges the Mitigation Planning Committee with the tasks described in the next action item.

*Responsible office:* City Council

*Deadline:* May 31, 2007.

*Cost:* Staff time.

*Benefits:* Formal adoption of the plan ensures that City staff are authorized and instructed to implement the action items. Adoption is also a requirement for recognition of the plan by FEMA mitigation funding programs and the Community Rating System.

**2. Monitoring and Reporting:** A plan is worthless if there is no instrument for ensuring that it is carried out. Accordingly, the Mitigation Planning Committee is proposed to monitor the implementation of this *Plan*, report to the City Council on its progress, and recommend revisions to this *Plan* as needed. The Committee will:

- Act as a forum for hazard mitigation issues,
- Disseminate mitigation ideas and activities to all participants,
- Monitor implementation of this Action Plan,
- Report on progress and recommended changes each year to the City Council, and
- Draft the five-year update mandated for continued FEMA recognition of the *Plan*.

**Table 9-1. Action Items, Goals, and Recommendations**

Action Item	Goal 1. Protect critical facilities and utilities	Goal 2. Protect lives and health	Goal 3. Protect homes, businesses, and schools	Goal 4. Minimize the costs to the City and property owners	Goal 5. Ensure that new construction supports these goals	Chapter – Recommendation	Deadline
<b>9.2. Administrative Action Items</b>							
1. <i>Plan</i> adoption	X	X	X	X	X		5/31/07
2. Monitoring and reporting	X	X	X	X	X		9/30 each year
3. Community Rating System	X	X	X	X	X	4-3, 6-5, 7-3, 8-1 - 8-8	CRS visit
<b>9.3. Program Action Items</b>							
4. Levee improvements	X	X	X	X		4-1	Ongoing
5. Drainage improvements	X	X	X	X		4-2	8/31/08
6. Drainage system maintenance	X	X	X			4-3	CRS visit
7. Property protection funding	X	X	X	X		5-2, 5-3	8/31/07
8. Regulatory review	X		X		X	6-5	CRS visit
9. NFIP administration	X	X	X		X	6-2	After CAC
10. CFMs	X	X	X		X	6-2, 6-3	8/31/07
11. BCEGS	X	X	X		X	6-4	5/31/07
12. Flood response plan	X	X	X			7-1 – 7-4	Ongoing
<b>9.4. Public Information Action Items</b>							
13. Annual mailing		X	X		X	8-1, 8-2, 8-7, 8-8	Each Spring
14. Technical references		X	X		X	8-4, 8-5	CRS visit
15. Public information projects		X	X		X	4-4, 5-1, 6-1, 6-6, 7-4, 8-1 – 8-8	Ongoing
16. Public information messages		X	X		X	4-4, 5-1, 6-1, 6-6, 7-4, 8-1 – 8-8	Ongoing

This table relates the 16 action items to the 5 goals of this Plan. The goals are stated in full on pages 3-6 and 9-1. The table also shows the relation between the action items and the recommendations at the end of chapters 4 – 8. For example action item 8, Regulatory Review, implements recommendation 6-5 at the end of chapter 6. The reviews need to be completed in time for the CRS verification visit, which will be in the second half of 2007.

The Committee will not have any powers over City staff. It will be purely an advisory body. Its primary mitigation duty is to collect information and report to the City Council and the public on how well this *Plan* is being implemented.

The Mitigation Planning Committee will be, in effect, Gretna's flood conscience, reminding the agencies and staff that they are all stakeholders in the *Plan's* success. The resolution charges it with seeing the *Plan* carried out and recommending changes that may be needed. While it has no formal powers, its work should act as a strong incentive for the offices responsible for the action items to meet their deadlines.

*Responsible office:* Mayor. Staff support for the Committee and drafting the reports will be provided by the Department of Inspections.

*Deadline:* The annual progress report will be due by September 30 of each year, the same deadline that other progress reports are due to the Community Rating System. A five year update is required for continuing credit of this *Plan* under the Community Rating System and FEMA's mitigation funding programs.

*Cost:* Staff time.

*Benefits:* Those responsible for implementing the various recommendations have many other jobs to do. A monitoring system helps ensure that they don't forget their assignments or fall behind in working on them. The *Plan* will be evaluated in light of progress, changed conditions, and new opportunities.

**3. Community Rating System:** The City is currently a CRS Class 8 community with 1,036 points. This status should be maintained through continued implementation of the credited activities, including some that are also action items in this *Plan*. The points will be recalculated in 2007 under the 2006 *CRS Coordinator's Manual* by the Insurance Services Office. The City can improve to a Class 7 with 464 more points and a good BCEGS rating (action item 11). This Plan qualifies for some points and identifies additional activities where those points can be obtained.

*Background information:* Section 1.4. Recommendations 4-3, 6-5, 7-3, 8-1 – 8-8

*Responsible office:* Department of Inspections. Technical support can be provided by the Insurance Services Office, the organization charged by FEMA to administer the CRS.

*Deadline:* Ongoing. Conduct a review of the currently credited activity scores using the new *CRS Coordinator's Manual* and implement the action items noted in Table 9-2 in time for the City's next verification visit.

*Cost:* Staff time.

*Benefits:* There are many benefits to CRS participation, as explained in Section 1.4. In addition to saving residents money, the CRS has been shown to provide an effective incentive to implement and maintain floodplain management activities, even during times of drought.

Table 9-2. Community Rating System Credit Points					
Activity	Max Possible	Average Louisiana	Current Scores	Proposed Additional	Action Item
300 Public Information Activities					
310 Elevation Certificates	162	66	65		9 – 10
320 Map Information Service	140	140	140		15 – 16
330 Outreach Projects	380	85	39	121	13, 15, 16
340 Hazard Disclosure	81	10	5		15 – 16
350 Flood Protection Information	102	31	23	55	14
360 Flood Protection Assistance	66	48	66		15 – 16
400 Mapping and Regulatory Activities					
410 Additional Flood Data	1,346	40			
420 Open Space Preservation	900	51	74	12	3
430 Higher Regulatory Standards	2,740	110		140	8 – 11
440 Flood Data Maintenance	239	75	72		
450 Stormwater Management	670	63	25	5	3, 8
500 Flood Damage Reduction Activities					
510 Floodplain Management Planning	359	90	133	42	1, 3
520 Acquisition and Relocation	3,200	47			
530 Flood Protection	2,800	50		13	3
540 Drainage System Maintenance	330	221	280	50	5
600 Flood Preparedness Activities					
610 Flood Warning Program	255	108	40	120	3, 12
620 Levee Safety	900	0			
630 Dam Safety	175	74	74		
Total		929	1,036	558	
<p>The "Average Louisiana" column lists average scores for the Louisiana communities in the CRS that are receiving credit for that activity (for example, of the 36 Louisiana communities in the CRS, eight are receiving credit for Activity 610. Their average score is 108). The "Current" column lists Gretna's current CRS credit points, verified in 1999. The "Proposed Additional" column shows the scores that can be received at the 2007 verification visit, assuming adoption of this <i>Flood Hazard Mitigation Plan</i> and implementation of the action items listed in the last column. The City needs 464 additional points (and a good BCEGS rating) to advance to the next class.</p>					

### 9.3. Program Action Items

**4. Levee Improvements:** The City will monitor and encourage work by the U.S. Army Corps of Engineers, the Flood Protection Authority, the West Jefferson Levee District, and other agencies involved in bringing the levees surrounding Gretna up to at least the 100-year flood standard. While the City does not have a direct say in this work, it can assist in many ways, such as gaining public and Congressional support. It can also keep the Corps, the Flood Protection Authority, and the Levee District reminded of Gretna's continual interest in flood protection.

*Background information:* Sections 2.5, 4.1, Recommendation 4-1

*Responsible office:* City Engineer

*Deadline:* Ongoing

*Cost:* Staff time for monitoring the work. There are additional costs to the levee work that would be borne by the other agencies, although City residents pay taxes to the Parish, the Flood Protection Authority, and the Levee District.

*Benefits:* Overtopping or failure of one of the levees that protects Gretna would result in a disaster of similar proportion to Hurricane Katrina's impact on New Orleans. Failure is not an option. If the City does not have a levee system that provides protection to at least the 100-year flood level, future development and improvement to the community would be unlikely.

**5. Drainage Improvements:** The City Engineer will maintain a multi-year capital improvements plan that identifies needed sewer, drainage ditch, and canal improvements. This work will be coordinated with Parish drainage improvements. The result will be cost estimates and schedules for projects to increase carrying capacity or remove obstructions to flow.

Where channel improvements would not be cost-effective, alternatives, such as detention basins will be explored. The work should also determine where repetitive loss properties would benefit from a drainage project and if FEMA mitigation programs could help fund such a project.

*Background information:* Sections 2.3, 4.2, and 4.3, Recommendation 4-2

*Responsible office:* City Engineer

*Deadline:* By August 31, 2008, the plan will be updated and reviewed to ensure that it receives CRS credit. It will set deadlines for the recommended drainage improvement projects.

*Cost:* The cost of the improvements will be determined by the plan.

*Benefits:* By preparing a master plan for drainage improvements, the City can coordinate its work with the Parish's and the Corps' work to improve the receiving canals and pump stations. The result will identify the most cost-effective projects and those projects that would be eligible for funding support from sources other than the City. The plan should also receive CRS credit under the drainage system maintenance activity.

**6. Drainage System Maintenance:** The Public Works Department will continue to maintain the storm sewers, drainage ditches, and collector canals. The procedures and CRS credit will be reviewed as part of action item 3 to ensure that the City will receive the maximum possible CRS credit for drainage maintenance.

*Background information:* Sections 2.3 and 4.2 – 4.4, Recommendation 4-3

*Responsible office:* Public Works Department

*Deadline:* Ongoing. Review the procedures for maximizing CRS credit before the 2007 CRS verification visit

*Cost:* Staff time.

*Benefits:* A plugged ditch or storm sewer inlet can result in flooding during a small rainstorm. By inspecting and maintaining the drainage system, potential flood problems can be identified and corrected before the next big rain. A proactive activity like this can prevent \$1,000's in flood damage, closed streets and threat to people.

**7. Property Protection Funding:** The Department of Inspections will research the details of the funding programs available from the State and FEMA and determine if properties in Gretna would be eligible for funding support. Staff will also review rebate programs in other communities and outline how one could work in Gretna.

If the research concludes that one or more financial assistance programs would be feasible, owners of eligible properties will be contacted to determine if they are interested in pursuing such assistance.

*Background information:* Sections 5.1 – 5.4, and 5.6, Recommendations 5-2 and 5-3

*Responsible office:* Department of Inspections

*Deadline:* Complete the research and report the findings to the Mitigation Planning Committee by August 31, 2007.

*Cost:* Staff time.

*Benefits:* FEMA funding programs cover 75% of the cost of a project. For every dollar spent by residents, \$4 will be spent to protect their properties from damage. For rebates, the cost share to the City could be even better. Such financial assistance programs can be the keys to motivating and helping people mitigate their drainage flooding problems.

**8. Regulatory Review:** The floodplain, drainage, stormwater management, and erosion and sedimentation control regulations will be reviewed to determine if they should be revised to strengthen the City's mitigation tools. The review will also identify where CRS credit could be earned for higher regulatory standards.

*Background information:* Sections 6.1 – 6.5, Recommendation 6-5

*Responsible office:* Department of Inspections

*Deadlines:* Review the regulations and report the findings to the Mitigation Planning Committee before the 2007 CRS verification visit. It is possible that amendments may be drafted and enacted before the 2007 Community Rating System verification visit.

*Cost:* Staff time.

*Benefits:* By strengthening the mitigation provisions in these ordinances, new buildings will be better protected from flooding and new developments will have little or no flooding impact on existing properties.

**9. NFIP Administration:** The City will remain in full compliance with the National Flood Insurance Program (NFIP). Staff will review the findings of FEMA's Community Assistance Contact (CAC) and will bring any shortcomings up to the requirements of the NFIP. The CAC may also have recommendations to improve the City's regulatory standards and program administration.

*Background information:* Section 6.3, Recommendation 6-2

*Responsible office:* Department of Inspections

*Deadline:* Within 30 days of receipt of FEMA's CAC report.

*Cost:* Staff time.

*Benefits:* The benefits of remaining in full compliance with the NFIP are many. They include:

- Ensuring that new development is properly protected from flood damage,
- Continuation of making flood insurance available for all properties in Gretna,
- Continuation of the provision of Federal financial assistance programs, and
- Continuation of the City's Community Rating System insurance premium rate reductions.

**10. CFMs:** The Department of Inspections will have at least one Certified Floodplain Manager (CFM<sup>®</sup>) on staff. The administrator was recently certified. Where possible, a second staff member will be a CFM. The Department will develop written procedures whereby all proposed development projects in the AE Zones and all final inspections and project approvals are reviewed and approved by a CFM.

*Background information:* Sections 6.3, Recommendations 6-2 and 6-3.

*Responsible office:* Department of Inspections

*Deadlines:* Have a second staff member become a CFM by June 30, 2008.

*Cost:* Staff time. The CFM exam is \$100 per person plus national association dues (\$90/year). There is a requirement for 1 – 2 days of continuing education each year, the cost of which varies with the training program or conference.

*Benefits:* More training and certification will ensure that staff better understand their responsibilities under the National Flood Insurance Program. Having CFMs make the decisions at all critical stages of floodplain construction will ensure that the City maintains its full compliance status with the NFIP floodplain regulations. By having all staff

responsible for plan review, field inspections, and certificates of occupancy become CFMs, the City can maximize its CRS credit for staff certification.

**11. BCEGS:** The City will follow up on its request that the Property Insurance Association of Louisiana conduct a Building Code Effectiveness Grading Schedule (BCEGS) review of Gretna. Changes in the City's building code enforcement program will be considered if the classification is not a Class 6 or better.

*Background information:* Section 6.4, Recommendation 6-4

*Responsible office:* Department of Inspections

*Deadline:* Resubmit the request by June 30, 2007.

*Cost:* Staff time.

*Benefits:* A good BCEGS classification will confirm that the City's building permit staff are doing their job correctly. The review will also identify areas where improvements would be useful. A good classification will also provide CRS credit and permit the City to improve to better CRS classes.

**12. Flood Response Plan:** The City and Parish emergency operations plans will be completed. The drafts will be reviewed in detail to determine where improvements can be made and how to maximize credit under the Community Rating System for both the Parish and the City. A final draft will be sent for a "courtesy review" by ISO/CRS staff.

*Background information:* Sections 7.1 – 7.5, Recommendations 7-1 – 7-4

*Responsible agency:* Public Works Department

*Deadline:* The review will be completed within 60 days of completion of the relevant portions of the Parish's plan.

*Cost:* Staff time.

*Benefits:* With the proper response actions, much property can be protected at a relatively low cost to the City. A plan that has been carefully prepared, that utilizes all available data on the hazard and its potential impact, and that is regularly exercised will make the City's flood response activities more effective and more efficient.

#### **9.4. Public Information Action Items**

**13. Annual Mailing:** The Department of Inspections will prepare and distribute a newsletter or mailing to all properties in the City. It will cover topics such as the flood hazard, safety precautions, the benefits of flood insurance, property protection measures, sources of financial assistance, and permit requirements. The topics covered will be based on the ones in action item 16 and CRS credits. The mailer will also publicize other City flood protection activities, such as the website.

*Background information:* Sections 8.1 – 8.4, Recommendations 8-1, 8-2, 8-7, and 8-8

*Responsible office:* Department of Inspections

*Deadline:* The mailer will be sent out in the Spring, before each year's hurricane season.

*Cost:* Staff time to prepare. A six page document to 6,700 properties will cost \$1,600 for printing and \$2,600 for first class postage for a total of \$4,200 each year. This is not a new expense, as the City has been sending out a mailing to all water customers each year.

*Benefits:* An annual reminder of the flood threat, safety precautions, warning signals, etc., has been shown to be helpful in keeping up awareness of the hazard and what individuals should do. The mailing provides an opportunity to update residents on the latest developments and additional services that are available. It also receives CRS credit.

**14. Technical References:** Staff will obtain the latest editions of pertinent flood protection references for the Jefferson Public Library. This will include publications from FEMA, the Corps of Engineers, the Louisiana Cooperative Extension Service and other public sources.

The City's website will have a new page on flood protection which will be designed to help Gretna residents learn about ways to mitigate their exposure to flooding. It will summarize key points and provide links to sites with more detailed information. The website will also receive CRS points.

*Background information:* Sections 8.1 and 8.3, Recommendations 8-4 and 8-5

*Responsible office:* Department of Inspections

*Deadline:* Before the 2007 CRS verification visit

*Cost:* Staff time.

*Benefits:* By having the latest references readily available, interested residents will be able to understand, and be motivated to implement, property protection measures. A website with links will ensure access to the latest information and will reduce the need for people to ask City staff for help.

**15. Public Information Projects:** The City will initiate the following public information projects. They will be revised or drafted to include the latest language credited by the Community Rating System.

- Short notices that go on the back of the water bills and on Cable TV.
- A newsletter that will have flood related articles in each issue.
- News releases and articles for other newsletters and newspapers to publish.
- A system to e-mail informative messages to residents who sign up for the service.
- A standard PowerPoint presentation for use by staff at meetings of neighborhood groups and other organizations.

*Background information:* Chapter 8. Recommendations 4-4, 5-1, 6-1, 6-6, 7-4, 8-1 – 8-8

*Responsible office:* Department of Inspections

*Deadline:*

- Current projects: Ongoing.
- New projects: The Director of Inspections will report to the Mitigation Committee by August 31 each year on how well the projects went, what changes should be made, and what new projects should be tried.

*Cost:* Staff time.

*Benefits:* There are many benefits to having a well-informed public. For example, deaths from flooding have steadily decreased over the years because of campaigns like “climb to safety” and “turn around don’t drown.” Research has found that more self-help and self-protection measures are implemented when people know about them and are motivated to pursue them.

**16. Public Information Messages:** The projects in action item 15 will cover the following topics:

- The flood hazard.
- Property protection measures.
- Family/business protection and flood response.
- Keeping the drainage system clean and the rules against dumping.
- Floodplain construction rules.
- What the City and other agencies are doing.
- Sources of more information and technical and financial assistance.

*Background information:* Chapter 8. Recommendations 4-4, 5-1, 6-1, 6-6, 7-4, 8-1 – 8-8

*Responsible office:* Department of Inspections

*Deadline:* Ongoing. New topics will be incorporated into the projects as they are prepared and in conjunction with related activities, such as publication deadlines.

*Cost:* Staff time.

*Benefits:* These topics have been determined to be the most appropriate messages for Gretna residents and businesses. This action item will ensure that they are technically correct and put in terms understandable by the recipients. As noted by the studies quoted on page 8-1, when properly conveyed, a message can produce protective actions by property owners and individuals at little or no cost to the government.

## 9.5. Plan Adoption Resolution

The following resolution is recommended for adoption of this *Flood Hazard Mitigation Plan* by the City Council. It charges the Mitigation Planning Committee with monitoring and reporting on its implementation.

### Resolution No. \_\_\_\_\_

Whereas the City of Gretna is subject to repetitive flooding when the drainage system is overloaded by storms and is potentially subject to a devastating flood if a levee fails; and

Whereas the Mitigation Planning Committee, comprised of representatives from key City departments involved in mitigation activities, has prepared a recommended *Flood Hazard Mitigation Plan* that reviews the options to protect people and reduce damage from the flood hazards; and

Whereas the recommended *Flood Hazard Mitigation Plan* has been circulated for review by the City's residents and federal, state and regional agencies and organizations and has been supported by those reviewers;

Now, therefore, be it resolved that:

1. The *Flood Hazard Mitigation Plan* is hereby adopted as an official plan of the City of Gretna.
2. The director of each City office identified as "responsible office" for the *Mitigation Plan's* action items shall ensure that the action item is implemented by the listed deadline.
3. The Mitigation Planning Committee is hereby charged to monitor implementation of the *Mitigation Plan* and report to the City Council and the public on progress and recommendations.
4. The Committee shall meet as often as necessary to prepare or review mitigation activities and progress toward implementing the *Flood Hazard Mitigation Plan*. It shall meet at least once each year to review the status of ongoing projects.
5. The schedule of Committee meetings on mitigation issues shall be posted in appropriate public places.
6. All meetings of the Committee shall be open to the public. All official progress reports shall be provided to the media and made available to the public.

7. By September 30 each year, the Committee shall prepare an annual evaluation report on the *Mitigation Plan* for the City Council. The report will cover the following points:
  - a. A description of how the evaluation report was prepared and how it is submitted to the City Council, released to the media, and made available to the public.
  - b. How the reader can obtain a copy of the original plan;
  - c. A review of each action item, including a statement on how much was accomplished during the previous year;
  - d. A discussion of why any objectives were not reached or why implementation is behind schedule; and
  - e. Recommendations for new action items or revised recommendations.
8. By September 30 of each fifth anniversary of the adoption of the *Flood Hazard Mitigation Plan*, the Committee shall prepare an update in accordance with the Federal Emergency Management Agency's criteria in effect at that time. The update shall be submitted to the City Council.
9. The Department of Inspections shall provide staff support for the Committee's work.

ADOPTED this the \_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Clerk

APPROVED this the \_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Mayor