

Chapter 6 – Plan Maintenance Procedures

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6.1 Scope and Purposes of Procedures

This chapter addresses the procedures for plan maintenance that ensure the 2017 City of Alabaster Floodplain Management Plan (“Plan”) remains a dynamic and effective document. These procedures, which have been developed in accordance with the currently effective National Flood Insurance Program CRS Coordinator’s Manual (2017 Edition), establish a useful and ongoing planning process that is continuously monitored, evaluated, and updated to reflect changing conditions. This chapter describes how the adopted Plan will be implemented, reviewed, and updated, and provides procedures that, at minimum, provide for an annual review and a five-year update.

6.2 Plan Implementation Responsibilities

The City of Alabaster’s City Engineer, who also serves as the Floodplain Administrator, assumes responsibility for overseeing the implementation and maintenance of this Plan and serves as Floodplain Management Planning Committee (“FMPC”) Chair. Plan implementation, however, is a combined effort among all FMPC members and all individuals representing agencies responsible for implementation of identified mitigation measures in the Action Plan. Those individuals and the entire membership of the FMPC should assume active roles throughout the ongoing plan implementation cycle.

To maintain a dynamic and useful Plan, the FMPC will remain an active component of the ongoing planning process throughout the five-year planning cycle. The FMPC may, at its own discretion, create subcommittees to oversee and evaluate plan implementation.

6.3 Plan Monitoring and Ongoing Review

The FMPC’s ongoing review process should continually monitor the current status of the mitigation measures scheduled for implementation. The FMPC will conduct annual meetings. Ongoing progress reports should be reported to the FMPC by the agencies assigned implementation responsibilities for specific mitigation measures. Progress reports should include the following information:

- Actions that have been undertaken to implement the scheduled mitigation measure, such as, obtaining funding, permits, approvals or other resources to begin implementation;
- Mitigation measures that have been completed, including public involvement activities;
- Revisions to the priority, timeline, responsibility, or funding source of a measure and cause for such revisions or additional information or analysis that has been developed that would modify the mitigation measure assignment, as initially adopted in the plan; and
- Measures that the City no longer intends to implement and justification for cancellation.

6.4 Annual Evaluation Report

As a part of its ongoing implementation program, the City will perform an annual evaluation of the Floodplain Management Plan, which is also required for recertification in the CRS program. The City will develop an Annual Evaluation Report with support from the Planning Committee. The report will evaluate the City's progress towards achieving the Plan's goals and objectives and carrying out the measures presented in the Action Plan. Some potential questions by the FMPC during its annual review may address the following concerns:

- Are there any new potential flood hazards that have developed and were not addressed in the Plan?
- Have any flood disasters occurred that are not included in the Plan?
- Are there additional mitigation ideas that need to be incorporated into the Plan?
- What projects or other measures have been initiated, completed, deferred, or deleted?
- Are there any changes in local capabilities to carry out mitigation measures?
- Have funding levels to support mitigation actions either increased or decreased, including new opportunities for funding through FEMA Hazard Mitigation Assistance grant programs?

Reporting the implementation progress of the Action Plan and the FMPC's findings and recommendations annually is a minimum requirement. It not only reports on implementation progress, but also provides a framework for monitoring the Plan's effectiveness. The Annual Evaluation Report of the FMPC will be submitted to the City Council and made available to media outlets and the public for review and comment.

6.5 Plan Amendments

The ongoing review process may require adjustments to the selection of mitigation measures, priorities, timelines, lead responsibilities, and funding sources scheduled in the Action Plan. Annual adjustments should be made to the Action Plan, as needed, to reflect current implementation progress, priorities, capabilities, and funding resources. Moreover, goals, objectives, and mitigation actions may likewise need to be revised from year-to-year. In the event modifications to the Action Plan are warranted as a result of the annual review or other conditions, the FMPC will oversee and approve all amendments to the Plan by majority vote of a quorum of FMPC members. Conditions that might warrant amendments to this plan would include, but not be limited to, special opportunities for funding and response to a flood disaster.

6.6 Plan Evaluation following a Flood Disaster

Immediately following a significant flooding disaster event having a substantial impact on any part of the City, the FMPC will conduct or oversee an analysis of the event to evaluate the responsiveness of the Plan. An assessment of the event should examine the direct and indirect damages, response and recovery costs (economic impacts) and the location, type, and extents of the damages. The findings of the assessment should determine any new mitigation initiatives that should be incorporated into this Plan to avoid similar losses from future hazard events. The results of the assessment will be provided to City Council and the public for review. These results may also provide useful information when considering new mitigation initiatives as an amendment to the existing Action Plan.

6.7 Five-Year Plan Update

This Plan's adoption, by resolution of the City of Alabaster City Council (Appendix H – "Adopting Resolution"), marks the beginning of the five-year planning cycle until the next major plan update becomes due.

The Plan must be updated at least every five years in accordance with the most current version of the CRS Coordinator's Manual (Activity 510 Floodplain Management Planning). The update will follow the CRS Ten-Step Planning Process to include a review of any new plans, studies, or reports, as well as any revised directives or goals for the City. The flood hazard risk profiles and vulnerability assessments will be updated to reflect best available data and information. The hazard assessments will account for any additional repetitive flood loss properties, impacts of completed flood mitigation projects, increased development in the floodplain, major floods or disasters and any other change in flooding conditions.

The Action Plan will be reviewed and revised to account for completed, changed, or removed mitigation goals, objectives, and mitigation measures. While the FMPC's membership may change, the committee will continue to be involved in the planning process for the plan update. Public meetings will be conducted and media releases will

be organized. The City Council will adopt the updated plan and publish it for public distribution.