



AGENDA

CITY COUNCIL MEETING
Monday, November 7, 2011 – 7:30 p.m.
City Council Chambers

Meeting Location
El Cerrito City Hall
10890 San Pablo Avenue, El Cerrito

Ann Cheng – Mayor

Mayor Pro Tem Bill Jones
Councilmember Rebecca Benassini

Agency Chair/Councilmember Janet Abelson
Councilmember Greg Lyman

ROLL CALL

7:30 p.m. CONVENE CITY COUNCIL MEETING

- 1. PLEDGE OF ALLEGIANCE TO THE FLAG** – led by Mayor Pro Tem Jones.
- 2. COUNCIL / STAFF COMMUNICATIONS** (*Reports of Closed Session, commission appointments and informational reports on matters of general interest which are announced by the City Council & City Staff.*)

3. ORAL COMMUNICATIONS FROM THE PUBLIC

All persons wishing to speak should sign up with the City Clerk. Remarks are limited to 3 minutes per person. Please state your name and city of residence for the record. Comments regarding non-agenda, presentation and consent calendar items will be heard first. Comments related to items appearing on the Public Hearing or Policy Matter portions of the Agenda are taken up at the time the City Council deliberates each action item. Individuals wishing to comment on any closed session scheduled after the regular meeting may do so during this public comment period or after formal announcement of the closed session.

4. PRESENTATION – None.

5. ADOPTION OF THE CONSENT CALENDAR – Item Nos. 5A through 5D

Consent Calendar items are considered to be routine by the City Council and will be enacted by one motion unless a request for removal for discussion or explanation is received prior to the time Council votes on the motion to adopt.

A. Minutes for Approval

Approve the October 17, 2011 Special City Council and Regular City Council meeting minutes.

B. Hazard Mitigation Plan

Adopt a resolution accepting all of Volume 1 and the City of El Cerrito's local annex portion of Volume II (Chapter Four) and Appendices A-F of Volume II within the Contra Costa County Hazard Mitigation Plan.

C. 2012 Integrated Resource Recovery Facility (IRRF) Rate Options

Approve a recommendation advising Mayor Pro Tem Jones to vote on the City Council's endorsement of "Option 3" for determining Integrated Resource Recovery Facility (IRRF) "All But Collection" rates for Calendar Year 2012.

D. California River Parkways Grant Application

Adopt a resolution approving the filing of a California River Parkways Grant application for the Fluvius Innominatus Channel Restoration Project.

6. PUBLIC HEARINGS – None**7. POLICY MATTERS****A. Animals Ordinance**

Introduce by title, waive any further reading and approve an ordinance amending Title 7 ("Animals") of the El Cerrito Municipal Code by amending Chapter 7.04 ("County Regulations"), adding a new Chapter 7.06 ("Definitions") and repealing and re-enacting Chapters 7.08 ("Keeping Animals") and Chapter 7.12 ("Dogs").

B. Continued Discussion of City Charter

Consider possible next steps and provide direction on the potential development of a City Charter which could include any of the following options: 1) Deferring the item; 2) Expediting the process; or 3) Including a charter review as part of a larger strategic planning process.

8. COUNCIL ASSIGNMENTS/LIAISON REPORTS

A. Mayor Cheng Assignments: Association of Bay Area Governments (ABAG) General Assembly Delegate, Arts and Culture Commission, League of California Cities East Bay Division Alternate, Contra Costa County Mayors' Conference, Disaster Preparedness Council Alternate, Human Relations Commission, Pension Board, Temporary Permits Committee, and West Contra Costa Transportation Advisory Committee Alternate.

B. Councilmember Abelson Assignments: Association of Bay Area Governments (ABAG) General Assembly Alternate, League of California Cities East Bay Division Delegate (also attends Annual League Conference in September), Committee on Aging, Environmental Quality Committee, Temporary Permits Committee, West Contra Costa Transportation Advisory Committee Delegate.

C. Councilmember Benassini Assignments: Economic Development Board, Financial Advisory Board, San Pablo Avenue Area Specific Plan Committee, Tom Bates Regional Sports Field JPA Alternate, West County Regional Library Board Alternate.

D. Mayor Pro Tem Jones Assignments: Contra Costa County Mayors' Conference Alternate, Pension Board Alternate, Planning Commission, San Pablo Avenue Area Specific Plan Committee, Disaster Preparedness Council Delegate, Tom Bates Regional Sports Field

JPA; Underground Utilities Committee, West County Mayors' & Supervisors' Association Alternate, West County Integrated Waste Management Authority Delegate, West County Library Board Delegate.

E. Councilmember Lyman Assignments: Crime Prevention Committee, Design Review Board, Park and Recreation Commission, and West County Integrated Waste Management Authority Alternate.

9. ADJOURN CITY COUNCIL MEETING

The next regularly scheduled City Council meeting is November 21, 2011 at 7:30 p.m. in the Council Chambers, 10890 San Pablo Avenue, El Cerrito.

The City of El Cerrito serves, leads and supports our diverse community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety and creating an economically and environmentally sustainable future.

- Council Meetings can be heard live on FM Radio, KECG – 88.1 and 97.7 FM and viewed live on Cable TV - KCRT- Channel 28. The meetings are rebroadcast on Channel 28 the following Thursday and Monday at 12 noon, except on holidays. Live and On-Demand Webcast of the Council Meetings can be accessed from the City's website: <http://www.el-cerrito.org/gov/>. Copies of the agenda bills and other written documentation relating to items of business referred to on the agenda are on file and available for public inspection in the Office of the City Clerk, at the El Cerrito Library and posted on the City's website at www.el-cerrito.org prior to the meeting.
- In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk, (510) 215-4305. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title I).
- ***The Deadline for agenda items and communications*** is seven days prior to the next meeting by 12 noon, City Clerk's Office, 10890 San Pablo Avenue, El Cerrito, CA. Tel: 215-4305 Fax: 215-4379, email cmorse@ci.el-cerrito.ca.us
- IF YOU CHALLENGE A DECISION OF THE CITY COUNCIL IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE COUNCIL MEETING. ACTIONS CHALLENGING CITY COUNCIL DECISIONS SHALL BE SUBJECT TO THE TIME LIMITATIONS CONTAINED IN CODE OF CIVIL PROCEDURE SECTION 1094.6.
- The City Council believes that late night meetings deter public participation, can affect the Council's decision-making ability, and can be a burden to staff. City Council Meetings shall be adjourned by 10:30 p.m., unless extended to a specific time determined by a majority of the Council.

EL CERRITO CITY COUNCIL

MINUTES

SPECIAL CITY COUNCIL MEETING

Monday, October 17, 2011 – 6:45 p.m.

Hillside Conference Room

CITY COUNCIL MEETING

Monday, October 17, 2011 – 7:30 p.m.

City Council Chambers

Meeting Location

El Cerrito City Hall

10890 San Pablo Avenue, El Cerrito

Ann Cheng – Mayor

Mayor Pro Tem Bill Jones
Councilmember Rebecca Benassini

Agency Chair/Councilmember Janet Abelson
Councilmember Greg Lyman

ROLL CALL

Present: Councilmembers Abelson, Benassini, Lyman and Mayor Pro Tem Jones.

Absent: Mayor Cheng.

6:45 p.m. SPECIAL CITY COUNCIL MEETING

Mayor Pro Tem Jones convened the Special City Council meeting at 6:45 p.m.

ORAL COMMUNICATIONS FROM THE PUBLIC – No comments.

COMMISSION INTERVIEWS, STATUS AND APPOINTMENTS

Conduct interviews of candidates for city boards and commissions. Interviews may result in an announcement of appointment at the meeting. The Council may also discuss scheduling of future interviews.

Action: Interviews conducted and discussion held.

SUPPLEMENTAL REPORTS AND COMMUNICATIONS

ADJOURNED SPECIAL CITY COUNCIL MEETING at 7:31 p.m.

ROLL CALL

Present: Councilmembers Abelson, Benassini, Lyman and Mayor Pro Tem Jones.

Absent: Mayor Cheng.

7:30 p.m. CONVENE CITY COUNCIL MEETING

Mayor Pro Tem Jones convened the Special City Council meeting at 7:24 p.m.

1. PLEDGE OF ALLEGIANCE TO THE FLAG was led by Councilmember Abelson.

2. COUNCIL / STAFF COMMUNICATIONS

Mayor Pro Tem Jones reported that the City Council had interviewed committee applicants at a special meeting this evening. The City Council appointed Aurelia Schultz to the Citizens Streets Oversight Committee for a term ending January 1, 2012 and Anne Perkins to the Crime Prevention Committee. Mayor Pro Tem Jones also reported that members of City Council and city staff attended the West Contra Costa Unified School District State of the Schools Breakfast. The meeting was informative and upbeat. Additionally, there was a very successful resident meeting with the Police Department about the rash of recent break-ins in the city and what can be done about it. Mayor Pro Tem Jones assured everyone that the Police Department is working hard on it.

Councilmember Abelson informed local residents about the Clipper Card Program that allows one to travel on a number of transit systems with one card. Those who are 65 or over can obtain a discounted clipper card by contacting AC Transit or BART. Councilmember Abelson was in Sacramento last week to celebrate the 100th anniversary of Women's Right to Vote. Many people marched in the rain to commemorate this event. The Environmental Quality Committee will be sponsoring the film, *Bag It* on Oct 29 at 10 a.m. at the Cerrito Theater. The film features problems created by the use of plastic bags. On October 20, there will be a Bicycling Town Hall Meeting from 6:30-8:00 p.m. at City Hall.

Councilmember Lyman thanked everyone that participated in the Citywide Garage Sale.

Councilmember Benassini invited everyone to attend the Third Annual Free Folk Festival on October 22, from noon to 10:00 p.m. at Windrush School.

3. ORAL COMMUNICATIONS FROM THE PUBLIC

Supervisor John Gioia, spoke in support of Doctors Hospital Measure J. Supervisor Gioia stated that Doctors Hospital is the only full service emergency room hospital in West County. The Kaiser Hospital emergency room does not perform the range of services that Doctors Hospital provides. If Doctors Hospital were to close, West Contra Costa County would lose 25 emergency room beds and end up with only 15 emergency room beds at Kaiser. This would result in longer transport and waiting room times resulting in negative medical outcomes. To move toward sustainability for the Hospital, voters are being asked to approve a \$47.00 per year parcel tax which would raise \$5 million per year and would help close an \$18 million financial gap. Without the additional funds, Doctors Hospital will close next year. If the Hospital closes, the tax automatically ends. Residents that are Kaiser members still rely on Doctors Hospital because if one has a heart attack or stroke, one still goes to Doctors Hospital as opposed to Kaiser.

Tom Panas, El Cerrito, announced that the Dorothy and Sundar Shadi History Room at City Hall will be open to the public on a regular basis on the third Thursday of each month from 4:30-6:00 p.m. More information can be obtained by sending an email to the Historical Society at elcerritohistoricalsociety@yahoo.com.

4. PRESENTATION

State of the West Contra Costa Unified School District – Presentation by Bruce Harter, Ph.D., Superintendent, West Contra Costa Unified School District.

Dr. Harter will discuss mid-year triggers, district grades, gaps, rating agencies, achievements, struggles within the District and payment of the state loan.

Action: Presentation heard.

5. ADOPTION OF THE CONSENT CALENDAR – Item Nos. 5A through 5G

Moved, seconded (Abelson/Lyman; Ayes – Councilmembers Abelson, Benassini, Lyman and Mayor Pro Tem Jones; Noes – None; Absent – Mayor Cheng) and carried to adopt Consent Calendar Item Nos. 5A through 5G as indicated below.

A. Minutes for Approval

Approve the October 3, 2011 Concurrent City Council/Redevelopment Agency meeting minutes.

Action: Approved minutes.

B. Shelter-in-Place Education Day Proclamation

Approve a proclamation recognizing the importance of preparing for emergencies and encouraging participation in the Contra Costa Community Awareness Emergency Response Group's (CAER) public education efforts and proclaiming November 2, 2011 as "Shelter-in-Place Education Day" in the City of El Cerrito in support of the parents, teachers, students and staff that will be participating with hundreds of other schools in the Shelter-in-Place Drill.

Action: Approved proclamation.

C. National Radiologic Technology Week Proclamation

At the request of Councilmember Abelson, approve a proclamation proclaiming November 6-12, 2011, "Radiologic Technology Week" in the City of El Cerrito, and urging all residents to recognize this event and participate in its observance.

Action: Approved proclamation.

D. 2011 Street Paving Project

Adopt a resolution approving plans and specifications; rejecting the bid from Sheeno General Construction as non-responsive and accepting all other bids; and authorizing the City Manager to execute a contract in the amount of \$381,323.10 with Interstate Grading & Paving Inc. and approve change orders in an amount not to exceed \$38,000 for the construction of the 2011 Street Paving Project, Contract No. 11-C3027-12.

Action: Adopted Resolution No. 2011-74.

E. Appointment of Renee Solari to the Environmental Quality Committee

Approve the Environmental Quality Committee's recommendation to appoint Renee Solari to the Committee, effective October 18, 2011.

Action: Approved recommendation.

F. Support West Contra Costa County Healthcare District Measure J

Adopt a resolution in support of West Contra Costa County Healthcare District Measure J. Election to be conducted by mail ballot. Voted ballots must be received at designated ballot return centers no later than 8:00 p.m. on November 15, 2011.

Action: Adopted Resolution No. 2011-75.

G. RecycleMore Procurement of Disposal and Processing Services

Adopt a resolution stating Council support of a transparent and competitive Request for Proposals (RFP) process for RecycleMore's upcoming procurement of solid waste disposal and processing services.

Action: Adopted Resolution No. 2011-76.

6. PUBLIC HEARINGS

Abatement of Fire Hazard Public Nuisances on Five Properties Pursuant to Municipal Code Chapter 16.26

Conduct a public hearing and upon conclusion adopt a resolution confirming the cost of abatement of public nuisance conditions resulting from the presence of weeds, rubbish, litter or other flammable material on private property designated in Exhibit A to the resolution as authorized in El Cerrito Municipal Code Chapter 16.26.

Presenter: Michael Bond, Fire Marshall.

Mayor Pro Tem Jones opened the public hearing. No speakers.

Moved, seconded (Lyman/Benassini; Ayes – Councilmembers Abelson, Benassini, Lyman and Mayor Pro Tem Jones; Noes – None; Absent – Mayor Cheng) and carried to close the public hearing.

Action: Moved, seconded (Abelson/Benassini; Ayes – Councilmembers Abelson, Benassini, Lyman and Mayor Pro Tem Jones; Noes – None; Absent – Mayor Cheng) and carried to adopt Resolution No. 2011-77.

7. POLICY MATTERS

A. BART License Agreement for Ohlone Greenway

Adopt a resolution authorizing the City Manager to execute a License Agreement (Exhibit A to the Resolution) between the San Francisco Bay Area Rapid Transit District (BART) and the City of El Cerrito regarding improvement, operation and maintenance of the BART owned portion of the Ohlone Greenway.

Presenter: Jerry Bradshaw, Public Works Director.

Action: Moved, seconded (Lyman/Abelson; Ayes – Councilmembers Abelson, Benassini, Lyman and Mayor Pro Tem Jones; Noes – None; Absent – Mayor Cheng) and carried to adopt a Resolution No. 2011-78 as revised to include language that acknowledges that the Ohlone Greenway is an important transportation corridor while also recognizing its function as a continuous open space and recreational resource in the City.

B. Consortium Records Management Agreement with the City of Richmond to Provide Records Management Services

Adopt a resolution authorizing the City Manager to renew and extend the Consortium Records Management Agreement with the City of Richmond Police Department to provide records

management services for the El Cerrito Police Department. In making this request for action, staff considered other options for records management service; however staff believes that renewing the agreement with the City of Richmond is currently in the best interests of our city and our service demand. Under a separate agreement and agenda bill, staff has described the authorization for the Consolidated Communications Agreement.

Presenter: Sylvia Moir, Chief of Police.

Action: Moved, seconded (Lyman/Abelson; Ayes – Councilmembers Abelson, Benassini, Lyman and Mayor Pro Tem Jones; Noes – None; Absent – Mayor Cheng) and carried to adopt Resolution No. 2011–79. Councilmember Lyman requested that the record reflect the Council’s acceptance and review of a recently delivered submission, Consortium Records Management Agreement, Attachment A–Budget Summary.

C. Consolidated Communication Agreement with the City of Richmond to Provide Communication and Dispatching Services

Adopt a resolution authorizing the City Manager to renew and extend the Consolidated Communication Agreement with the City of Richmond to provide communication and dispatch services for the El Cerrito Police and Fire Departments. In making this request for action, staff considered other options for dispatch service, but believes that until the East Bay Regional Communications System Authority (EBRSCA) system is operational, renewing the contract with the City of Richmond is in the best interests of our city and provides the best available customer service to the department and our residents and businesses.

Presenters: Sylvia Moir, Chief of Police and Lance Maples, Fire Chief.

Action: Moved, seconded (Abelson/Benassini; Ayes – Councilmembers Abelson, Benassini, Lyman and Mayor Pro Tem Jones; Noes – None; Absent – Mayor Cheng) and carried to adopt Resolution No. 2011–80.

D. Letter Regarding Third Amendment to the Tri-Party Agreement Being Entered into by and Between the El Cerrito Municipal Services Corporation, Safeway, Inc., and Property Development Centers LLC, Related to the Property at the Corner of Hill Street and San Pablo Avenue

Adopt a resolution authorizing the City Manager to execute a letter acknowledging and agreeing to certain provisions of the Third Amendment to the Tri-Party Agreement being entered into by and between the El Cerrito Municipal Services Corporation, Safeway Inc., and Property Development Centers LLC, related to the property at the corner of Hill Street and San Pablo Avenue.

Presenter: Lori Treviño, Redevelopment Manager.

Action: Moved, seconded (Lyman/Abelson; Ayes – Councilmembers Abelson, Benassini, Lyman and Mayor Pro Tem Jones; Noes – None; Absent – Mayor Cheng) and carried to adopt Resolution No. 2011–81.

8. COUNCIL ASSIGNMENTS/LIAISON REPORTS

A. Mayor Cheng Assignments – Absent.

B. Councilmember Abelson reported on her attendance as alternate at the Association of Bay Area Governments (ABAG) Fall General Assembly on October 13. The Forum title and theme was *Greening Our Communities: Healthy People, Healthy Bay, Healthy Economy*. Councilmember Abelson received presentations and heard from Mayors and Councilmembers from around the region on greening communities and sustainability. Councilmember Abelson also attended the Environmental Quality Committee meeting in which they discussed the

showing of the film *Bag It* and discussed a series of other films with an environmental emphasis.

C. Councilmember Benassini reported that none of the commissions or committees to which she is liaison have met.

D. Mayor Pro Tem Jones reported on the activities of the Integrated Waste Management Authority (IWMA - RecycleMore). The IWMA Board discussed the model single-use bag ordinance in detail. The model ordinance will come before each IWMA member City Council for comment and will then return to the IWMA Board for finalization and CEQA study. Mayor Pro Tem Jones reported that the EQC had studied the issue and recommends an ordinance. The IWMA Board also discussed the post collection budget for the IWMA. Staff has outlined three options on how fees can be set. One of the options shows a decrease for the residential rate. Mayor Pro Tem Jones requested that the fee options be on the next City Council agenda.

E. Councilmember Lyman reported that the Design Review Board (DRB) received a presentation from Eden Housing on the Tradeway property. The DRB provided feedback on ways to improve the Eden proposal.

SUPPLEMENTAL REPORTS AND COMMUNICATIONS

Item No. 7(A) BART License Agreement for Ohlone Greenway

1. Revised resolution – *Submitted by Jerry Bradshaw, Public Works Director.*

Item No. 7(B) Consortium Records Management Agreement with the City of Richmond to Provide Records Management Services

2. Attachment A to the Records Management Consortium Agreement (Attachment 2) – *Submitted by Sylvia Moir, Chief of Police.*

Other

3. Comments related to the opening of the Dorothy and Sundar Shadi Historical Room to the public on the third Thursday, from 4:30-6:30 p.m. – *Submitted by Tom Panas, El Cerrito Historical Society.*

9. ADJOURNED CITY COUNCIL MEETING at 9:13 p.m.



AGENDA BILL

Agenda Item No. 5(B)

Date: November 7, 2011

To: El Cerrito City Council

From: Michael J. Bond, Fire Marshal
Lance J. Maples, Fire Chief

Subject: Adoption of the Contra Costa County Local Hazard Mitigation Plan and the City of El Cerrito's Local Annex and Appendices A-F

ACTION REQUESTED

Adopt a resolution accepting all of Volume I and the City of El Cerrito's local annex portion of Volume II (Chapter four) and Appendices A-F of Volume II within the Contra Costa County Hazard Mitigation Plan (CCCHMP).

BACKGROUND

Hazard Mitigation Planning for the Contra Costa County Operational Area

On October 10, 2000, Congress approved the Federal Disaster Mitigation Act of 2000. The act requires local governments to adopt a comprehensive Hazard Mitigation Plan (HMP) to receive federal funding after a disaster. By law, a HMP must describe the type, location, and extent of all natural hazards that can affect a jurisdiction; describe the jurisdiction's vulnerability to these hazards; include a mitigation strategy that provides the jurisdiction's blueprint for reducing the potential losses; and include a plan maintenance process. Within the plan maintenance process the plan must be reviewed and updated to reflect the projects that have been completed, still relevant and to identify any new hazards that were not included in the previous plan.

The City of El Cerrito developed a HMP and updated the plan in 2005 along with many cities and special districts within the nine Bay Area Counties belonging to the Association of Bay Area Governments (ABAG). The current revision for 2011 is not being completed through ABAG. The County of Contra Costa, 12 cities and 26 special districts have elected to develop a more localized and specific plan that directly relates to the Contra Costa County Operational Area and the cities and special districts within the operational area.

In August of 2008, the coalition of 39 planning partners within Contra Costa County embarked on a planning process to prepare for and lessen the impacts of specified natural hazards. Responding to federal mandates in the Disaster Mitigation Act of 2000 (Public Law 106-390), the partnership was formed to pool resources and create a

Agenda Item No. 5(B)

uniform hazard mitigation strategy that can be consistently applied to the defined planning area and used to ensure eligibility for specified grant funding sources.

The 39 member planning partnership involved in this program includes Contra Costa County Government, and the 12 Cities, and 26 special services districts within the County. The planning area for the hazard mitigation plan encompasses the Contra Costa County Operational Area. The result of the organizational efforts has been to produce a Federal Emergency Management Agency (FEMA) and the California Emergency Management Agency (CalEMA)-approved multi-agency multi-hazard mitigation plan.

Mitigation is defined in this context as any sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event. Mitigation planning is the systematic process of learning about the hazards that can affect the community, setting clear goals, identifying appropriate actions and following through with an effective mitigation strategy. Mitigation encourages long-term reduction of hazard vulnerability and can reduce the enormous cost of disasters to property owners and all levels of government. Mitigation can also protect critical community facilities, reduce exposure to liability, and minimize post-disaster community disruption.

The hazard identification and profiling in the hazard mitigation plan addresses the following hazards considered to be of paramount importance within the Contra Costa County Operational Area:

1. Dam Failure
2. Drought
3. Earthquake
4. Flood
5. Landslide and Other Mass Movements
6. Severe Weather
7. Wildfire

Contra Costa County Department of Public Works and the Office of Emergency Services have shared the lead role in developing the hazard mitigation plan. All participating local jurisdictions have been and are responsible for assisting in the development of the hazard and vulnerability assessments as well as the mitigation action strategies for our respective jurisdictions and organizations. The plan presents the accumulated information in a unified framework to ensure a comprehensive and coordinated plan covering all planning partners within the Contra Costa County Operational Area. Each jurisdiction is responsible for the review and approval of our individual sections of the plan.

The plan was prepared in accordance with the California Emergency Management Agency Local Hazard Mitigation Plan and Flood Mitigation Plan preparation guidelines. Additionally, the plan has been aligned with the goals, objectives and priorities of the State's Multi-Hazard Mitigation Plan and Flood Mitigation Plan.

Agenda Item No. 5(B)

A 14 member Hazard Mitigation Steering Committee (HMSC) composed of representative stakeholders was formed early in the planning process to guide the development of the Plan. In addition, citizens were asked to contribute by sharing local knowledge of how their individual area will affect the community, setting clear objectives based on past occurrences. Public involvement has been solicited via a multi-media campaign that included public meetings, web-based information, questionnaires and progress updates via the news media.

ANALYSIS

Once the hazard mitigation plan is adopted by all of the jurisdictional partners and approved by FEMA, the partnership will collectively and individually become eligible to apply for hazard mitigation project funding from both the Pre-Disaster Mitigation Grant Program (PDM) and the Hazard Mitigation Grant Program (HMGP).

The PDM competitive grant program provides funds to State, Tribal, and Local Governments for pre-disaster mitigation planning and projects primarily addressing natural hazards. Cost effective pre-disaster mitigation activities reduce risk to life and property from natural hazard events before a natural disaster strikes, thus reducing overall risks to the population and structures, while also reducing reliance on funding from actual disaster declarations. Funds will be awarded on a competitive basis for mitigation planning and project applications intended to make local governments more resistant to the impacts of future natural disasters (*for more details on this program see Exhibit C*).

Authorized under Section 404 of the Stafford Act, the HMGP administered by FEMA provides grants to States and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the program is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster.

Upon adoption of Volume I and our jurisdictional Annex of Volume II of the Contra Costa County Hazard Mitigation Plan and subsequent approval of said plan by CalEMA and FEMA, the City will be eligible to apply for specified grants. The grant funds are made available to states and local governments and can be used to implement the long-term hazard mitigation measures specified within the City's annex of the Contra Costa County Hazard Mitigation Plan (CCHMP) before and after a major disaster declaration. The CCHMP is considered a living document such that, as awareness of additional hazards develops and new strategies and projects are conceived to offset or prevent losses due to natural disasters, the CCCHMP will be evaluated and revised on a continual five year time frame.

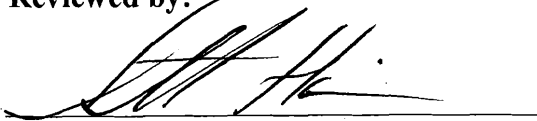
FINANCIAL CONSIDERATIONS

The recommended action will have a potentially positive impact. The CCCHMP adoption will make the City eligible for pre-disaster mitigation funds and post disaster recovery grant funds that the City would not otherwise be eligible to receive.

LEGAL CONSIDERATIONS

The City Attorney has reviewed and approved the process.

Reviewed by:

A handwritten signature in black ink, appearing to read 'Scott Hanin', is written over a horizontal line.

Scott Hanin, City Manager

Attachments:

1. Resolution
2. Exhibit A - Contra Costa County
Local Hazard Mitigation Plan
(Volume 1)
3. Exhibit B - Contra Costa County
Local Hazard Mitigation Plan (Volume
II, City of El Cerrito Local Annex
Chapter Four and Appendices A-F)
4. Exhibit C – Hazard Mitigation Grant
Program

RESOLUTION NO. 2011-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AUTHORIZING THE ADOPTION OF THE CONTRA COSTA COUNTY HAZARD MITIGATION PLAN, INCLUDING ALL OF VOLUME I, AND CHAPTER FOUR (THE CITY OF EL CERRITO'S LOCAL ANNEX) AND APPENDICES A – F OF VOLUME II

WHEREAS, all of Contra Costa County has exposure to natural hazards that increase the risk of harm to life, property, environment and the County's economy; and

WHEREAS, pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre- and post-disaster hazard mitigation plans; and

WHEREAS, the City previously adopted a hazard mitigation plan, which it then updated in 2005 in coordination with ABAG; and

WHEREAS, for the 2011 revision of the hazard mitigation plan, a coalition of Contra Costa County stakeholders with like planning objectives was formed to pool resources and create consistent mitigation strategies to be implemented within each partner's identified capabilities, within the Contra Costa County Operational Area (the "Planning Partnership"); and

WHEREAS, the Planning Partnership has completed a planning process that engaged the public, assessed the risk and vulnerability to the impacts of natural hazards, developed a mitigation strategy consistent with a set of uniform goals and objectives, and created a plan for implementing, evaluating and revising this strategy; and

WHEREAS, this planning process resulted in the creation of the Contra Costa County Hazard Mitigation Plan.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito as follows:

1. The City Council does hereby adopt in its entirety, Volume I, and Chapter 4 (the City of El Cerrito local annex) and appendices A – F of Volume II of the Contra Costa County Hazard Mitigation Plan (CCCHMP).

2. The City of El Cerrito will use the adopted and approved portions of the CCCHMP to guide pre- and post-disaster mitigation of the hazards identified.

3. The City of El Cerrito will coordinate the strategies identified in the CCCHMP with other planning programs and mechanisms under its jurisdictional authority.

4. The City of El Cerrito will continue its support of the Steering Committee and continue to participate in the Planning Partnership as described by the CCCHMP.

5. The City of El Cerrito will help to promote and support the mitigation successes of all CCCHMP Planning Partners.

Agenda Item No. 5(B)

Attachment 1

I CERTIFY that at a regular meeting on November 7, 2011 the El Cerrito City Council passed this resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on November _____, 2011.

Cheryl Morse, City Clerk

APPROVED:

Ann Cheng, Mayor



**November 7, 2011
El Cerrito City Council Meeting**

Agenda Item No. 5(B)

**Attachment 2 - Exhibit A: Contra Costa County Local Hazard
Mitigation Plan (Volume I)**

Documents are available for review at:

<http://ca-elcerrito.civicplus.com/DocumentView.aspx?DID=789>

Office of the City Clerk
10890 San Pablo Avenue
El Cerrito, CA
(510) 215-4305

and

The El Cerrito Library
6510 Stockton Avenue
El Cerrito, CA



**November 7, 2011
El Cerrito City Council Meeting**

Agenda Item No. 5(B)
Attachment 3 - Exhibit B: Contra Costa County Local Hazard
Mitigation Plan (Volume II)

Documents are available for review at:

<http://ca-elcerrito.civicplus.com/DocumentView.aspx?DID=790>

Office of the City Clerk
10890 San Pablo Avenue
El Cerrito, CA
(510) 215-4305

and

The El Cerrito Library
6510 Stockton Avenue
El Cerrito, CA

CHAPTER 4. CITY OF EL CERRITO ANNEX

4.1 HAZARD MITIGATION PLAN POINT OF CONTACT

Primary Point of Contact

Michael J. Bond, Battalion Chief/Fire Marshal
10900 San Pablo Avenue
El Cerrito, CA 94530
Telephone: 510-215-4450
e-mail Address: mbond@ci.el-cerrito.ca.us

Alternate Point of Contact

Lance Maples, Fire Chief
10900 San Pablo Avenue
El Cerrito, CA 94530
Telephone: 510-215-4450
e-mail Address: lmaples@ci.el-cerrito.ca.us

4.2 JURISDICTION PROFILE

The following is a summary of key information about the jurisdiction and its history:

- **Date of Incorporation**—1917
- **Current Population**—23,440 (2006-2008 ACS). As of Census 2000, there were 10,213 households, and 6,395 families residing in the city.
- **Population Growth**—Based on data from the California Department of Finance, El Cerrito has experienced a modest rate of growth. The overall population has increased 5.61 percent since 2000. With this rate of growth, anticipated development is considered low to moderate. The growth rate has been virtually flat due to the built-out nature of existing city lots.
- **Location and Description**—El Cerrito is a moderately sized city of 3.9 square miles, located in western Contra Costa County on the south and west facing slopes of the Berkeley Hills, which rise from the Bay Plain to the top of the ridgeline (approximate elevation of 900 feet). The city is approximately 17 miles northeast of San Francisco and 12 miles north of Oakland. It forms part of the highly urbanized area along the eastern shore of San Francisco Bay together with the cities of Albany, Berkeley, and Richmond.

El Cerrito is ideally situated within the San Francisco Bay Area due to its proximity to exceptional mass public transportation systems, small city hospitality within a major urban area, diverse culture, parks and spectacular vistas of the San Francisco Bay.

The City is traversed by Interstate 80 (Eastshore Freeway), and the Bay Area Rapid Transit (BART) District's rail system bisects the City with an elevated track and two stations. The two BART stations are near the north (El Cerrito/Del Norte) and south (El Cerrito/Plaza) boundaries of the city. The El Cerrito/Del Norte Station is also a major public mass transit transfer station that provides extensive bus service throughout the San Francisco Bay Area. Both El Cerrito BART Stations are served by multiple mass public transportation services which include; AC Transit, WestCAT Transit, Vallejo Transit and Golden Gate Transit services, which are all bus systems.

- **Climate**—The climate of El Cerrito is greatly influenced throughout the year by its proximity to the San Francisco Bay. The rainy season lasts from January through March, accounting for about 90 percent of the annual precipitation. The dry season, lasting from June through October, is typically marked by regular intrusions of low clouds and fog and long spells of high temperatures and low humidity. Temperatures are generally moderate.

In 2009, the high temperature for El Cerrito was 83°F and the low was 40°F. During a typical year, the colder lows are in the low to mid-40s and the warmer highs reach the mid-80s. The prevailing southwest wind blows across the cold upwelling water that is almost always present along the San Francisco Bay and Pacific Ocean coast. The immediate coast is largely affected by the cold California current.

- **Governing Body Format**—The City of El Cerrito is a general law City organized as a council-manager form of local municipal government. The City Council consists of five members elected at large for four-year, overlapping terms. The Council selects the Mayor from among its members for a one-year term. The Mayor and City Council provide community leadership, develop policies to guide the City in delivering services and achieving community goals, and encourage citizen understanding and involvement. The Council Members also serve as the governing body of the El Cerrito Redevelopment Agency.

The City Manager is appointed by the City Council and is responsible for administration of municipal affairs. All City departments operate under the supervision of the City Manager. Through the City Manager, City staff, using the resources appropriated by the Council in the budget to achieve desired service results in the community, carries out the policies of the Council. The City employs approximately 170 people in five departments: Police Services, Fire Services, Administration, Community Development and Community Services. The City Council also appoints a city attorney to advise them and City staff on legal affairs, to see that laws are effectively enforced and, when necessary, to defend the City in litigation.

- **Development Trends**—El Cerrito is largely a bedroom community for San Francisco and other Bay Area cities. Most employment in the city comes from retail or service industries. As of Census 2000, the median income for a household in the city was \$81,972, and the median income for a family was \$96,047.

California law requires counties and cities to prepare and adopt a comprehensive plan to guide development. The plan must consist of an integrated, internally consistent set of goals, policies, and implementation measures and must focus on issues of the greatest concern to the community. City actions, such as those relating to land use, annexations, zoning, subdivision, design review, redevelopment, and capital improvements, must be consistent with the plan. The City of El Cerrito adopted its general plan under this state mandate in July 2000. Future growth and development within the City will be managed as identified in the general Plan.

The City is faced with a host of potential health and safety hazards due to earthquakes, landslides and mudslides, fires, extreme weather/storms, flooding, dam failure, hazardous materials/transportation accidents and terrorist attack. The city is located in the heart of earthquake country, with the Hayward Fault Line running inside the city limits and parallel to its eastern boundary. Several other faults run roughly parallel to the ridgeline, with an extensive portion of the Alquist-Priolo fault zone mostly located within the City of El Cerrito.

The City is largely an urban housing area with commercial areas intermixed with wildland-urban interface areas. The wildland-urban interface areas are in portions of the city that have steep hillside grades and narrow winding roadways. This makes them extremely vulnerable to wildfire and landslides as portions of both the east and west facing slopes of the El Cerrito hillside are known to be active landslide areas. These areas can be adversely affected by earthquake, fire or excessively heavy rainfall.

4.3 JURISDICTION-SPECIFIC NATURAL HAZARD EVENT HISTORY

Table 4-1 lists all past occurrences of natural hazards within the jurisdiction. Repetitive loss records are as follows (<http://quake.abag.ca.gov/mitigation/pickflood.html>):

- Number of FEMA Identified Repetitive Flood Loss Properties: 2
- Number of Repetitive Flood Loss Properties that have been mitigated: 2

4.4 HAZARD RISK RANKING

Table 4-2 presents the ranking of the hazards of concern.

4.5 CAPABILITY ASSESSMENT

The assessment of the jurisdiction's legal and regulatory capabilities is presented in Table 4-3. The assessment of the jurisdiction's administrative and technical capabilities is presented in Table 4-4. The assessment of the jurisdiction's fiscal capabilities is presented in Table 4-5. Classifications under various community mitigation programs are presented in Table 4-6.

4.6 HAZARD MITIGATION ACTION PLAN AND EVALUATION OF RECOMMENDED INITIATIVES

Table 4-7 lists the initiatives that make up the jurisdiction's hazard mitigation plan. Table 4-8 identifies the priority for each initiative. Table 4-9 summarizes the mitigation initiatives by hazard of concern and the six mitigation types.

4.7 STATUS OF PREVIOUS PLAN INITIATIVES

Table 4-10 summarizes the current status of strategies adopted by the City for the ABAG hazard plan. Those that are directly carried over as actions in this hazard plan are also indicated as such in Table 4-7. Section 1.4 of this volume describes the ABAG strategies and how their status was reviewed for this plan.

4.8 HAZARD AREA EXTENT AND LOCATION

Hazard area extent and location maps have been generated for the City of El Cerrito and are included at the end of this chapter. These maps are based on the best available data at the time of the preparation of this plan, and are considered to be adequate for planning purposes.

TABLE 4-1. NATURAL HAZARD EVENTS			
Type of Event	FEMA Disaster # (if applicable)	Date	Preliminary Damage Assessment
Fire	NA	2006	\$1,000
Landslide	NA	1996	\$50,000
Flood	NA	1996	\$200,000
Landslide	NA	1990	\$100,000
Flood	NA	1990	\$200,000
Severe Weather/Wind	NA	1992	\$10,000
Severe Weather/Freeze	NA	1991	\$10,000

TABLE 4-2. HAZARD RISK RANKING		
Rank	Hazard Type	Risk Rating Score (Probability x Impact)
1	Earthquake	54
2	Wildfire	54
3	Severe Weather	54
4	Dam Failure	27
5	Flood	18
6	Landslide	6
7	Drought	3

TABLE 4-3. LEGAL AND REGULATORY CAPABILITY					
	Local Authority	State or Federal Prohibitions	Other Jurisdictional Authority	State Mandated	Comments
Codes, Ordinances & Requirements					
Building Code	Yes	No	No	Yes	2007 CA Building Code with El Cerrito local amendments adopted 2008
Zoning Code	Yes	No	No	Yes	El Cerrito Municipal Code, Title 19 adopted June 2008
Subdivisions	Yes	No	No	No	
Stormwater Management	Yes	No	No	No	El Cerrito Municipal Code, 13.40
Post Disaster Recovery	No	No	No		Will be addressed
Real Estate Disclosure	Yes	No	No	Yes	CA. Civil Code 1102 requires full disclosure on Natural hazard Exposure of the sale/re-sale of any and all real property.
Growth Management	Yes	No	No	No	
Site Plan Review	Yes	No	No	No	El Cerrito Municipal Code, 2007
Special Purpose (flood management, critical areas)	Yes	No	No	No	El Cerrito Municipal Code, 16.02.080 & 8.35 adopted June 2008

**TABLE 4-3 (continued).
LEGAL AND REGULATORY CAPABILITY**

	Local Authority	State or Federal Prohibitions	Other Jurisdictional Authority	State Mandated	Comments
Planning Documents					
General or Comprehensive Plan	Yes	No	No	No	General Plan adopted 1999, 2003
Floodplain or Basin Plan	Yes	No	No	No	El Cerrito Municipal Code, 13.40
Capital Improvement Plan	Yes	No	No	No	June 2009
Habitat Conservation Plan	No	No	No	No	In process to be completed 2010
Economic Development Plan	Yes	No	No	No	Adopted 2007
Emergency Response Plan	Yes	No	No	Yes	Adopted 2007
Shoreline Management Plan	No	No	No	No	No Shoreline
Post Disaster Recovery Plan	No	No	No		Will be developed

**TABLE 4-4.
ADMINISTRATIVE AND TECHNICAL CAPABILITY**

Staff/Personnel Resources	Available?	Department/Agency/Position
Planners or engineers with knowledge of land development and land management practices	Yes	Community Development, City Engineer, Planning Director
Engineers or professionals trained in building or infrastructure construction practices	Yes	Community Development, City Engineer
Planners or engineers with an understanding of natural hazards	Yes	Community Development, City Engineer, Planning Director
Staff with training in benefit/cost analysis	No	
Floodplain manager	Yes	Community Development, Building Official
Surveyors	No	Company on contract
Personnel skilled or trained in GIS applications	No	Company on contract
Scientist familiar with natural hazards in local area	No	
Emergency manager	No	
Grant writers	No	

TABLE 4-5. FISCAL CAPABILITY	
Financial Resources	Accessible or Eligible to Use?
Community Development Block Grants	Yes, through Contra Costa County
Capital Improvements Project Funding	Don't Know
Authority to Levy Taxes for Specific Purposes	No, El Cerrito can place tax increases or new taxes on the election ballot.
User Fees for Water, Sewer, Gas or Electric Service	Yes, the voters have approved a utility lighting and landscape assessment tax.
Incur Debt through General Obligation Bonds	Yes, El Cerrito can place tax increases or new taxes on the election ballot.
Incur Debt through Special Tax Bonds	Yes, El Cerrito can place tax increases or new taxes on the election ballot.
Incur Debt through Private Activity Bonds	No
Withhold Public Expenditures in Hazard-Prone Areas	Yes
State Sponsored Grant Programs	Don't Know
Development Impact Fees for Homebuyers or Developers	No

TABLE 4-6. COMMUNITY CLASSIFICATIONS			
	Participating?	Classification	Date Classified
Community Rating System	No	N/A	N/A
Building Code Effectiveness Grading Schedule	No	N/A	N/A
Public Protection	Yes	ISO 3	N/A
Storm Ready	No	N/A	N/A
Firewise	No	N/A	N/A
Tsunami Ready	No	N/A	N/A

TABLE 4-7. HAZARD MITIGATION ACTION PLAN MATRIX							
Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline	Included in Previous Plan?
Initiative EC-1 —Develop and maintain/enhance the Cities classification under the Community Rating System							
New and Existing	Flood	3,4,5,7,9	CD	Low	General Fund	Short Term	No
Initiative EC-2 —Integrate Local Hazard Mitigation Plan into the Safety Element of the General Plan							
New and Existing	All Hazards	4,5,14	FD, PL	Low	General Fund	Early 2010, Short-Term	No
Initiative EC-3 —Upgrade Emergency Operations Center (EOC) Internal Communications and maintain the EOC in a fully functional state of readiness							
Existing	All Hazards	1,2,15	FD, IT	50,000, High	Potential Sources-General Fund EOC Grant	Long-Term	No
Initiative EC-4 —Develop and Conduct a Multi-Hazard Seasonal Public Awareness Program to Include Exercises							
New & Existing	All Hazards	2,3,6,13,16	FD	Low	Potential Sources-Citizen Prep, UASI	Mid 2010, Short-Term	No
Initiative EC-5 —The FD to conduct a Mass Care and Shelter Drill which involve City, County Employees, Non-Government Agencies, CERT volunteers, and the public. To be scheduled for the summer of 2010.							
New & Existing	All Hazards	2,3,6,13,16	FD	15,000, Low	Potential Source- Red Cross, UASI	Annual, Short-Term	No
Initiative EC-6 —Participate in the FCC P-25 East Bay Regional Communications System (Alameda & Contra Costa County) System will be a 36-site, 2 county P-25 compliant communication system designed to provide fully interoperable communications to all public agencies within Alameda and Contra Costa counties. Refer to website www.ebrcsa.org for complete project description.							
New Assets	All Hazards	1,2,13,16	PD, FD	68 Million, High	Potential sources of funding: SUASI, UASI, SHSGP EARMARK, PSIC	Long-Term, depends on funding	No

TABLE 4-7 (continued). HAZARD MITIGATION ACTION PLAN MATRIX							
Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline	Included in Previous Plan?
Initiative EC-7 —Continue to support implementation, monitoring, maintenance and updating of this plan as defined NFIP							
New and existing	All Hazards	All	FD	Low	General Fund, FEMA Mitigation grant for 5-year funding	Short-Term ongoing	No
Initiative EC-8 —Enhance/Improve City Code language and enforcement including: City Building and Fire Codes to Increase Compliance with SB 1369 Defensible Space and Other Fire Safe Requirements within the City.							
New & Existing	Wildfire	4,5,11,16	FD, BD	Low	General Fund	Short-Term, ongoing	No
Initiative EC-9 —Improve, expand and develop new programs that increase awareness of and reduce risk to wildfires including: Support Diablo Fire Safe Council & Fire Dept Chipper Program							
New & Existing	Wildfire	3,15,16	FD	Low	General fund DFSC grants. Citizens Corps Program	Long-Term, depends on funding	No
Initiative EC-10 —Install micro and/or surveillance cameras around critical public assets tied to a web based software, and develop a surveillance protocol to monitor cameras							
Existing, COMPLETE TE	All Hazards	1,2,15	PD	High	General Fund	Long Term	No
Initiative EC-11 —Ensure that government-owned facilities are subject to the same or more stringent regulations as imposed on privately owned development							
Existing	All Hazards	1, 4, 5, 7,8,	BD FD	Low	Code adoption	Long Term	No
Initiative EC-12 —Prior to acquisition of property to be used as a critical facility, conduct a study to ensure the absence of significant hazards							
Existing	All Hazards	1, 4, 5, 7, 8	CD	Low	Policy	Long Term	No
Initiative EC-13 —Establish a framework and process for pre-event planning for post-event recovery that specifies roles, priorities, and responsibilities for various departments within local government organization, and that outlines o structure and process for policy-making involving elected and appointed advisory committees							
Existing, Complete	All Hazards	2, 9, 15	Finance	Medium	Grant, General Fund, \$50,000	In emergency plan, ongoing	Yes, GOVT-b- 1

TABLE 4-7 (continued). HAZARD MITIGATION ACTION PLAN MATRIX							
Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline	Included in Previous Plan?
Initiative EC-14 —Establish a goal for the resumption of local government services that may vary from function to function							
Existing, Complete	All Hazards	2, 9, 15	Admin	Medium	Grant, General fund, \$50,000	In emergency plan, ongoing	Yes, GOVT-b- 3
Initiative EC-15 —Maintain and update as necessary the local government's Standardized Emergency Management System Plan							
Existing	All Hazard	2,4, 15, 18	FD	Low	General Fund	In emergency plan, ongoing	Yes, GOVT-b- 12
Initiative EC-16 —Purchase command vehicles for use as mobile command/EOC vehicles if current vehicles are unsuitable or inadequate							
Existing	All Hazard	2, 4, 15	FD, PD	Medium	General Fund, Grants	Long Term	Yes, GOVT-b- 9
Initiative EC-17 —Continue to participate not only in general mutual-aid agreements, but also in agreements with adjoining jurisdictions for cooperative response to all hazards and disasters							
Existing	All Hazard	2, 4, 15	FD, PD, PW	Low	General Fund	Long Term	Yes, GOVT-b- 13
Initiative EC-18 —Develop a business continuity plan that includes backup storage of vital records, such as essential medical records and financial information							
Existing	All Hazard	2, 4, 15	Admin	High	General Fund/Grants when available	Long Term	Yes, GOVT-b- 25
Initiative EC-19 —Create incentives for owners of historic or architecturally significant residential buildings to undertake mitigation to levels that will minimize the likelihood that these buildings will need to be demolished after a disaster, particularly if those alterations conform to the federal Secretary of the Interior's Guidelines for Rehabilitation							
Existing	Earthquake	1, 4, 6, 8. 12, 14, 17	BD	Low	Code Enforcement	Long Term	Yes, HSNG-a-2
Initiative EC-20 —Require engineered plan sets for retrofitting of heavy two-story homes with living spaces over garages, split level homes, homes on hillsides.							
Existing, Complete	Earthquake	1, 4, 6, 8. 12, 17	BD	Low	Code Adoption	Long Term	Yes, HSNG-b-2

**TABLE 4-7 (continued).
HAZARD MITIGATION ACTION PLAN MATRIX**

Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline	Included in Previous Plan?
Initiative EC-21 —Require engineered plan sets for voluntary or mandatory soft-story retrofits until a standard plan set and construction details become available							
Existing, Complete	Earthquake	1, 4, 6, 8, 12, 17	BD	Low	Code Adoption	Long Term	Yes, HSNG-c-1
Initiative EC-22 —Require engineered plan sets for retrofitting of Unreinforced masonry buildings							
Existing, Complete	Earthquake	1, 4, 6, 8, 12, 17	BD	Low	Code Adoption	Long Term	No
Initiative EC-23 —Increase efforts to reduce hazards in existing development in Very High Fire Hazard Fire Severity Zones (VHFHSZ) through improving engineering design and vegetation management standards for mitigation, appropriate code enforcement and public education on defensible space mitigation strategies.							
Existing	Wildfire	2, 4, 5, 16	FD	Low	Code Adoption	Long Term	Yes, HSNG-g-1
Initiative EC-24 —Require new homes in Wildland-Urban-Interface and VHFHSZ threatened communities to be constructed of fire resistant building materials to increase structural survivability and reduce ignitability							
Existing, Complete	Wildfire	2, 4, 5, 16	FD	Low	Code adoption	Long Term	Yes, HSNG-g-3
Initiative EC-25 —Ensure new development provides required improvements to the storm drainage system necessary to accommodate increased flows from the development							
Existing	Flood	4, 5, 10	Plan	Low	Code Adoption, Plan review	Long Term	No
Initiative EC-26 —Ensure that new subdivisions are designed to reduce or eliminate flood damage by requiring lots and rights-of-way are laid out for the provisions of approved sewer and drainage facilities, providing on-site detention facilities as required							
Existing	Flood	4, 5, 10	Plan	Low	Code adoption, Plan review	Long Term	Yes, HSNG-h-7
Initiative EC-27 —Provide land slide stabilization to critical roadways maintaining emergency access							
New	Landslide	1, 4, 13, 15	CD	High	Grants	Long Term	No
Initiative EC-28 —Apply floodplain management regulations for development in the floodplain and floodway							
Existing	Flood	4, 5, 10	BD	Low	Code adoption, Plan review	Long Term	Yes, HSNG-h-6
Initiative EC-29 —Provide sandbags and plastic sheeting to residents in anticipation of rainstorms, deliver materials to the disabled and elderly and provide public information on where these materials are stored and how to get them.							
Existing	Flood	4, 5, 10	PW	Low	Emergency plan	Long Term, ongoing	Yes, HSNG-h-4

TABLE 4-7 (continued). HAZARD MITIGATION ACTION PLAN MATRIX							
Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline	Included in Previous Plan?
Initiative EC-30 —Support County-wide initiatives identified in Volume 1.							
New & Existing	All Hazards	All	Planning	Low	General fund	Short-Term, ongoing	No
Initiative EC-31 —Continue to maintain compliance and good standing under the National Flood Insurance Program (NFIP).							
New and existing	Flood	4,5,6,7,11, 12	Public Works	Low	General Fund	ongoing	No
Initiative EC-32 —Where appropriate, support retrofitting, purchase, or relocation of structures located in hazard-prone areas to protect structures from future damage, with repetitive loss and severe repetitive loss properties as priority.							
Existing	All Hazards	3,7,15	Planning & Building Departments	High	FEMA Hazard Mitigation Grant funding with local match provided by property owner contribution	Long-Term depends on funding	No

**TABLE 4-8.
MITIGATION STRATEGY PRIORITY SCHEDULE**

Initiative #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/Budgets?	Priority ^a
1	5	Low	Low	Yes	No	No	Med
2	3	Low	Low	Yes	No	Yes	High
3	3	High	High	Yes	No	No	Med
4	5	High	Low	Yes	Yes	Yes	High
5	5	High	Low	Yes	Yes	Yes	High
6	4	Low	Low	Yes	Yes	No	Med
7	16	Med	Low	Yes	Yes	Yes	Low
8	4	Med	Low	Yes	Yes	Yes	High
9	4	Low	Low	Yes	No	Yes	High
10	3	High	High	Yes	Yes	No	Med
11	5	Low	Yes	No	Yes	Yes	High
12	5	Low	Low	Yes	No	Yes	High
13	3	Low	Low	Yes	No	No	Med
14	3	Low	Low	Yes	No	No	Med
15	4	Low	Low	Yes	No	Yes	High
16	3	Med	Med	Yes	Yes	Yes	High
17	3	Med	Med	Yes	Yes	Yes	High
18	3	Med	Med	Yes	Yes	No	Med
19	7	Med	Med	Yes	Yes	No	Med
20	6	High	Low	Yes	No	Yes	High
21	6	High	Low	Yes	No	Yes	High
22	6	High	Low	Yes	No	Yes	High

**TABLE 4-8 (continued).
MITIGATION STRATEGY PRIORITY SCHEDULE**

Initiative #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/Budgets?	Priority ^a
23	4	High	Med	Yes	Yes	No	Med
24	3	High	Low	Yes	No	Yes	High
25	3	High	Low	Yes	No	Yes	High
26	3	High	Low	Yes	No	Yes	High
27	4	High	High	Yes	Yes	No	Med
28	3	High	Low	Yes	No	Yes	High
29	3	Low	Low	Yes	No	Yes	High
30	16	Medium	Low	Yes	No	Yes	High
31	7	Medium	Low	Yes	No	Yes	High
32	3	High	High	Yes	Yes	No	Medium

a. Explanation of priorities

- High Priority: Project meets multiple plan objectives, benefits exceed cost, funding is secured under existing programs, or is grant eligible, and project can be completed in 1 to 5 years (i.e., short term project) once funded.
- Medium Priority: Project meets at least 1 plan objective, benefits exceed costs, requires special funding authorization under existing programs, grant eligibility is questionable, and project can be completed in 1 to 5 years once funded.
- Low Priority: Project will mitigate the risk of a hazard, benefits exceed costs, funding has not been secured, project is not grant eligible, and time line for completion is long term (5 to 10 years).

**TABLE 4-9.
ANALYSIS OF MITIGATION INITIATIVES**

Hazard Type	Initiative Addressing Hazard, by Mitigation Type					
	1. Prevention	2. Property Protection	3. Public Education and Awareness	4. Natural Resource Protection	5. Emergency Services	6. Structural Projects
Drought	31	—	30, 31	—	—	—
Earthquake	1, 7, 8, 12, 13, 20, 21, 31	8, 10, 11, 12, 17, 20, 21, 33	4, 5, 9, 30, 31	9, 23	2, 3, 4, 5, 6, 7, 10, 14, 15, 16	3, 8, 11, 20, 21, 22, 23
Flood	1, 7, 8, 12, 13, 20, 21, 31, 32	1, 8, 10, 11, 12, 17, 20, 21, 25, 26, 29, 32, 33	1, 4, 5, 9, 30, 31, 32	1, 9, 23, 28, 32	1, 2, 3, 4, 5, 6, 7, 10, 14, 15, 16, 17, 29, 32	1, 3, 8, 11, 21, 22, 23, 25, 26, 32
Landslide	1, 7, 8, 12, 13, 20, 21, 28, 31	8, 10, 11, 12, 17, 20, 212, 28, 29, 33	4, 5, 9, 30, 31	9, 23	2, 3, 4, 5, 6, 7, 10, 14, 15, 16, 17, 29	3, 8, 11, 21, 22, 23
Severe Weather	1, 7, 8, 13, 20, 21, 31	8, 10, 11, 12, 17, 20, 21, 33	4, 5, 930, 31,	9, 23,	2, 3, 4, 5, 6, 7, 10, 14, 15, 16, 17, 25	3, 8, 11, 20, 21, 23
Tsunami	1, 7, 8, 12, 13, 20, 21, 31	8, 10, 11, 12, 17, 20, 21, 33	4, 5, 9, 30, 31	9, 23	2, 3, 4, 5, 6, 7, 10, 14, 15, 16, 17	73, 8, 11, 20, 21, 22, 23
Wild Fire	1, 7, 8, 12, 13, 20, 21, 24, 31	8, 10, 11, 12, 17, 20, 21, 24, 33	4, 5, 9, 30, 31	9, 23, 24	2, 3, 4, 5, 6, 7, 10, 14, 15, 16, 17	3, 8, 11, 20, 24, 27

Notes:

1. Prevention: Government, administrative or regulatory actions that influence the way land and buildings are developed to reduce hazard losses. Includes planning and zoning, floodplain laws, capital improvement programs, open space preservation, and stormwater management regulations.
2. Property Protection: Modification of buildings or structures to protect them from a hazard or removal of structures from a hazard area. Includes acquisition, elevation, relocation, structural retrofit, storm shutters, and shatter-resistant glass.
3. Public Education and Awareness: Actions to inform citizens and elected officials about hazards and ways to mitigate them. Includes outreach projects, real estate disclosure, hazard information centers, and school-age and adult education.
4. Natural Resource Protection: Actions that minimize hazard loss and preserve or restore the functions of natural systems. Includes sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation.
5. Emergency Services: Actions that protect people and property during and immediately after a hazard event. Includes warning systems, emergency response services, and the protection of essential facilities.
6. Structural Projects: Actions that involve the construction of structures to reduce the impact of a hazard. Includes dams, setback levees, floodwalls, retaining walls, and safe rooms.

**TABLE 4-10.
PREVIOUS ACTION PLAN IMPLEMENTATION STATUS**

Action #	Action Status			Comments
	Completed	Carry Over to Plan Update	Removed; No Longer Feasible	
Infrastructure Multi-hazard (INFRA-a)				
1	✓			Local Annex
2			✓	
3		✓		Addressed by Initiative #EC-6
4			✓	
5		✓		Addressed by Initiative #EC-18
6		✓		Addressed by Initiative #EC-4
7		✓		Addressed by Initiative #EC-14
8	✓			
9			✓	
10		✓		No Initiative #EC-16
11			✓	
12		✓		No Initiative #EC-17
13			✓	
14			✓	
15		✓		Working through County EMS
16			✓	
Infrastructure Earthquake (INFRA-b)				
1			✓	
2			✓	
3		✓		Addressed by Initiative #EC-18
4		✓		Addressed by Initiative #EC-17
5			✓	
6			✓	
7			✓	
8		✓		Addressed by Initiative #EC-7
9			✓	
10			✓	

**TABLE 4-10 (continued).
PREVIOUS ACTION PLAN IMPLEMENTATION STATUS**

Action #	Action Status			Comments
	Completed	Carry Over to Plan Update	Removed; No Longer Feasible	
Infrastructure- Wildfire (INFRA-c)				
1		✓		Addressed by Initiative #EC-17
2	✓			During EBMUD upgrades
3	✓			VHFHSZ Maps and inspections
4		✓		Addressed by Initiative #EC-6
5		✓		No Initiative #EC-7
6		✓		Addressed by Initiative #EC-7
7	✓			Established program, vegetation management
8	✓			Established program, vegetation management
Infrastructure-Flooding (INFRA-d)				
1	✓			Capacity model is in place
2	✓			Existing capacity model
3		✓		Addressed by Initiative #EC-14
4		✓		Addressed by Initiative #EC-3
5		✓		Addressed by Initiative #EC-11
6		✓		Addressed by Initiative #EC-11
7		✓		Addressed by Initiative #EC-3
8		✓		Addressed by Initiative #EC-18
9		✓		Addressed by Initiative #EC-11
10			✓	
11			✓	
12			✓	
13		✓		Addressed by Initiative #EC-5
14			✓	
15			✓	
16			✓	
17		✓		Addressed by Initiative #EC-6
Infrastructure –Landslides (INFRA-e)				
1			✓	
2		✓		Addressed by Initiatives #EC-6 and #EC-14
Infrastructure- Building Re-occupancy (INFRA-f)				
1		✓		Addressed by Initiative #EC-18
2			✓	

**TABLE 4-10 (continued).
PREVIOUS ACTION PLAN IMPLEMENTATION STATUS**

Action #	Action Status			Comments
	Completed	Carry Over to Plan Update	Removed; No Longer Feasible	
Infrastructure-Public Education (INFRA-g)				
1	✓			CERT/Wed Site/Local papers
2	✓			CERT/Wed Site/Local papers
3	✓			CERT/Wed Site/Local papers
4	✓			CERT/Wed Site/Local papers
5	✓			CERT/Wed Site/Local papers
Land Use-Earthquake (LAND-a)				
1		✓		Addressed by Initiatives #EC-4 and #EC-6
2		✓		Addressed by Initiatives #EC-4 and #EC-6
3		✓		Addressed by Initiatives #EC-4 and #EC-6
4		✓		Addressed by Initiatives #EC-4 and #EC-6
5		✓		Addressed by Initiative #EC-18
6	✓			
Land Use Wildfire (LAND-b)				
1	✓			Local Annex
2	✓			Local Annex
Land Use-Flooding (LAND-c)				
1	✓			
2		✓		Addressed by Initiative #EC-9
3	✓			
4	✓			
5	✓			
Land Use-Landslide (LAND-d)				
1	✓			Policy
2	✓			Continuing Ed
3	✓			Planning Inspections
4	✓			Planning Inspections
5	✓			Planning process
Land Use-Hillsides multi-hazard (LAND-e)				
1		✓		Addressed by Initiative #EC-16
2		✓		Addressed by Initiative #EC-12
Land Use-Smart growth (LAND-f)				
1		✓		Addressed by Initiative #EC-17
2		✓		Addressed by Initiative #EC-17
3		✓		Addressed by Initiative #EC-17
4		✓		Addressed by Initiative #EC-5
5			✓	

**TABLE 4-10 (continued).
PREVIOUS ACTION PLAN IMPLEMENTATION STATUS**

Action #	Action Status			Comments
	Completed	Carry Over to Plan Update	Removed; No Longer Feasible	
Government Mitigation Strategies-Critical Facilities (GOVT-a)				
1	✓			
2		✓		Addressed by Initiative #EC-32
3	✓			
4		✓		Addressed by Initiative #EC-17
5	✓			
6	✓			
7		✓		Addressed by Initiative #EC-32
8			✓	
9			✓	
10	✓			
11	✓			
12		✓		Addressed by Initiative #EC-5
Government Mitigation Strategies-Emergency Response (GOVT-b)				
1		✓		Addressed by Initiative #EC-13
2		✓		Addressed by Initiative #EC-9
3		✓		Addressed by Initiative #EC-14
4	✓			
5			✓	
6		✓		Addressed by Initiative #EC-6
7		✓		Addressed by Initiative #EC-18
8		✓		Addressed by Initiative #EC-18
9		✓		Addressed by Initiative #EC-16
10	✓			
11	✓			
12		✓		Addressed by Initiative #EC-15
13		✓		Addressed by Initiative #EC-17
14			✓	
15			✓	
16	✓			Local Code
17	✓			Weather station at fire houses
18	✓			Local written policy
19	✓			Local policy

**TABLE 4-10 (continued).
PREVIOUS ACTION PLAN IMPLEMENTATION STATUS**

Action Status				
Action #	Completed	Carry Over to Plan Update	Removed; No Longer Feasible	Comments
Government Mitigation Strategies-Emergency Response (GOVT-b)				
20			✓	
21	✓			EPA local industry
22	✓			County System in place
23			✓	
24			✓	
25		✓		Addressed by Initiative #EC- 18
Government Mitigation Strategies: Participate in National, State, Multi-Jurisdictional and Professional Society Efforts to Identify and Mitigate Hazards (GOVT-c)				
1		✓		Addressed by Initiative #EC-18
2	✓			ICS EOC Training
3		✓		Addressed by Initiatives #EC-18 and #EC-9
4			✓	
5		✓		Addressed by Initiative #EC-31
6	✓			
7		✓		Addressed by Initiatives #EC-3, #EC-7 and #EC-18
8	✓			
9	✓			
10	✓			
Housing: Multi-Hazard (HSNG-a)				
1	✓			
2		✓		Addressed by Initiative #EC- 19
Housing –single Family (HSNG-b)				
1	✓			CERT Pub Ed
2		✓		Addressed by Initiative #EC-20
3	✓			Policy
4	✓			Continuing Ed
5		✓		Addressed by Initiative #EC-18
6			✓	
7			✓	
8			✓	
9			✓	

**TABLE 4-10 (continued).
PREVIOUS ACTION PLAN IMPLEMENTATION STATUS**

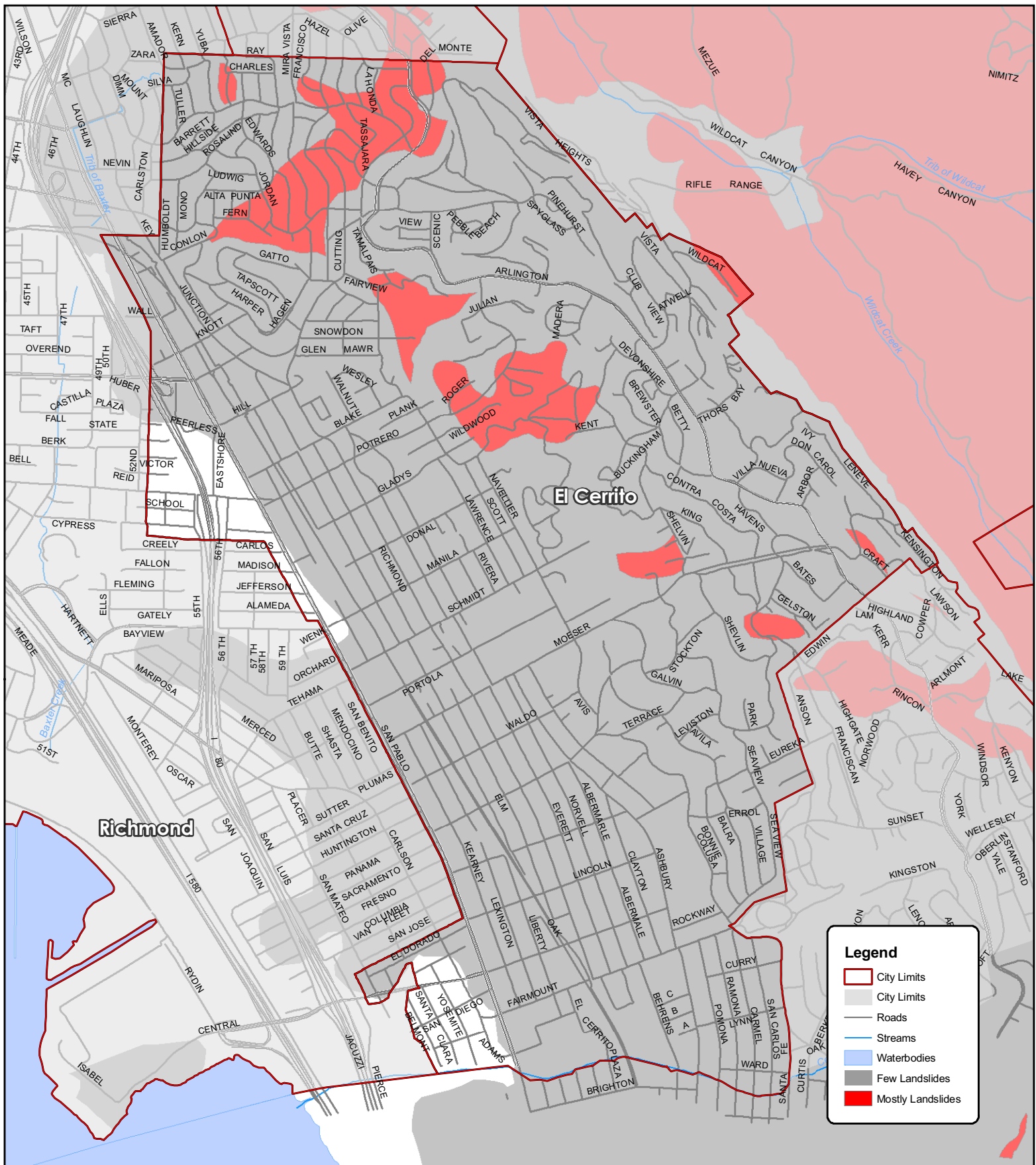
Action #	Action Status			Comments
	Completed	Carry Over to Plan Update	Removed; No Longer Feasible	
Housing-Soft Story (HSNG-c)				
1		✓		Addressed by Initiative #EC-21
2	✓			
3		✓		Addressed by Initiative #EC-17
4	✓			
5	✓			
6	✓			
7			✓	
8		✓		Addressed by Initiatives #EC-7, #EC-8 and #EC-17
9		✓		Addressed by Initiative #EC-18
Housing-Unreinforced (HSNG-d)				
1		✓		Addressed by Initiative #EC-7
2		✓		Addressed by Initiatives #EC-7, #EC-8, #EC-17, #EC-18
3	✓			
4	✓			
Housing –other (HSNG-e)				
1		✓		Addressed by Initiative #EC-17
2		✓		Addressed by Initiative #EC-9
3	✓			
4	✓			
Housing-New construction earthquakes (HSNG-f)				
1	✓			Policy
2	✓			Inspections code enforcement
Housing-Wildfire and structural fires (HSNG-g)				
1		✓		Addressed by Initiative #EC-23
2	✓			Vegetation management Pub Ed
3		✓		Addressed by Initiative #EC-24
4			✓	
5	✓			Policy
6	✓			Code
7	✓			Inspections
8	✓			Enhance for construction and upgrades
9	✓			Vegetation Management

**TABLE 4-10 (continued).
PREVIOUS ACTION PLAN IMPLEMENTATION STATUS**

Action #	Action Status			Comments
	Completed	Carry Over to Plan Update	Removed; No Longer Feasible	
Housing-Wildfire and structural fires (HSNG-g)				
10			✓	
11			✓	
12	✓			Vegetation management Pub Ed
13	✓			Local Code
14		✓		Addressed by Initiative #EC-7
15		✓		Addressed by Initiative #EC-7
16	✓			
17	✓			Annual fire inspections
18	✓			Vegetation management standards
19	✓			Code required CERT
20		✓		Addressed by Initiatives #EC-7, #EC-17 and #EC-18
Housing –Flood (HSNG-h)				
1	✓			Storm drain upgrades
2			✓	
3	✓			Permit fees
4		✓		Addressed by Initiative #EC-29
5	✓			Radio Pub Ed Web
6		✓		Addressed by Initiative #EC-28
7		✓		Addressed by Initiative #EC-26
8			✓	
9			✓	
10	✓			
Economy-Soft story (ECON-b)				
1	✓			
2	✓			2007 CA Building Code with El Cerrito Local amendments adopted 2008
3			✓	
4			✓	
5			✓	
6			✓	
7			✓	
8			✓	
9	✓			

**TABLE 4-10 (continued).
PREVIOUS ACTION PLAN IMPLEMENTATION STATUS**

Action #	Action Status			Comments
	Completed	Carry Over to Plan Update	Removed; No Longer Feasible	
Economy-Flood (ECON-f)				
1		✓		Addressed by Initiative #EC-1
2	✓			
3	✓			Stormwater utility
4	✓			
5	✓			
6		✓		Addressed by Initiative #EC-31
7		✓		Addressed by Initiative #EC-32
8		✓		Addressed by Initiative #EC-32
9			✓	



City of El Cerrito

USGS Landslide Hazard Areas



0 1,000 2,000 4,000
Feet

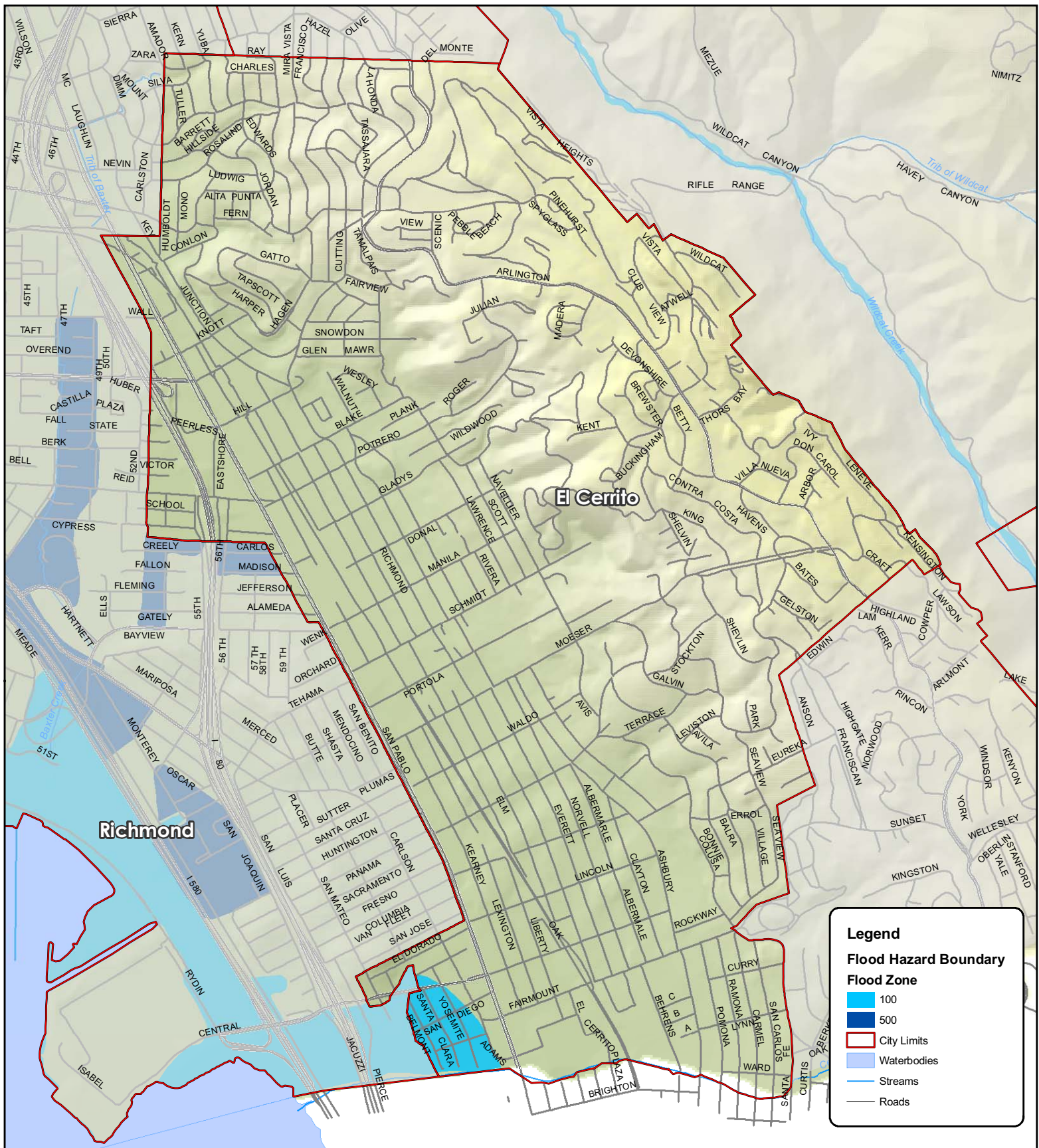
Few Landslides: contains few, if any, large mapped landslides, but locally contains scattered small landslides and questionably identified larger landslides.

Mostly Landslides: consists of mapped landslides, intervening areas typically narrower than 1500 feet, and narrow borders around landslides.



Source Contra Costa County GIS & USGS
Map Created By Tetra Tech on July 27th 2009
Projection: NAD_1983_StatePlane_California_III_FIPS_0403_Feet





City of El Cerrito

100 & 500 Year
Flood Hazard Boundaries

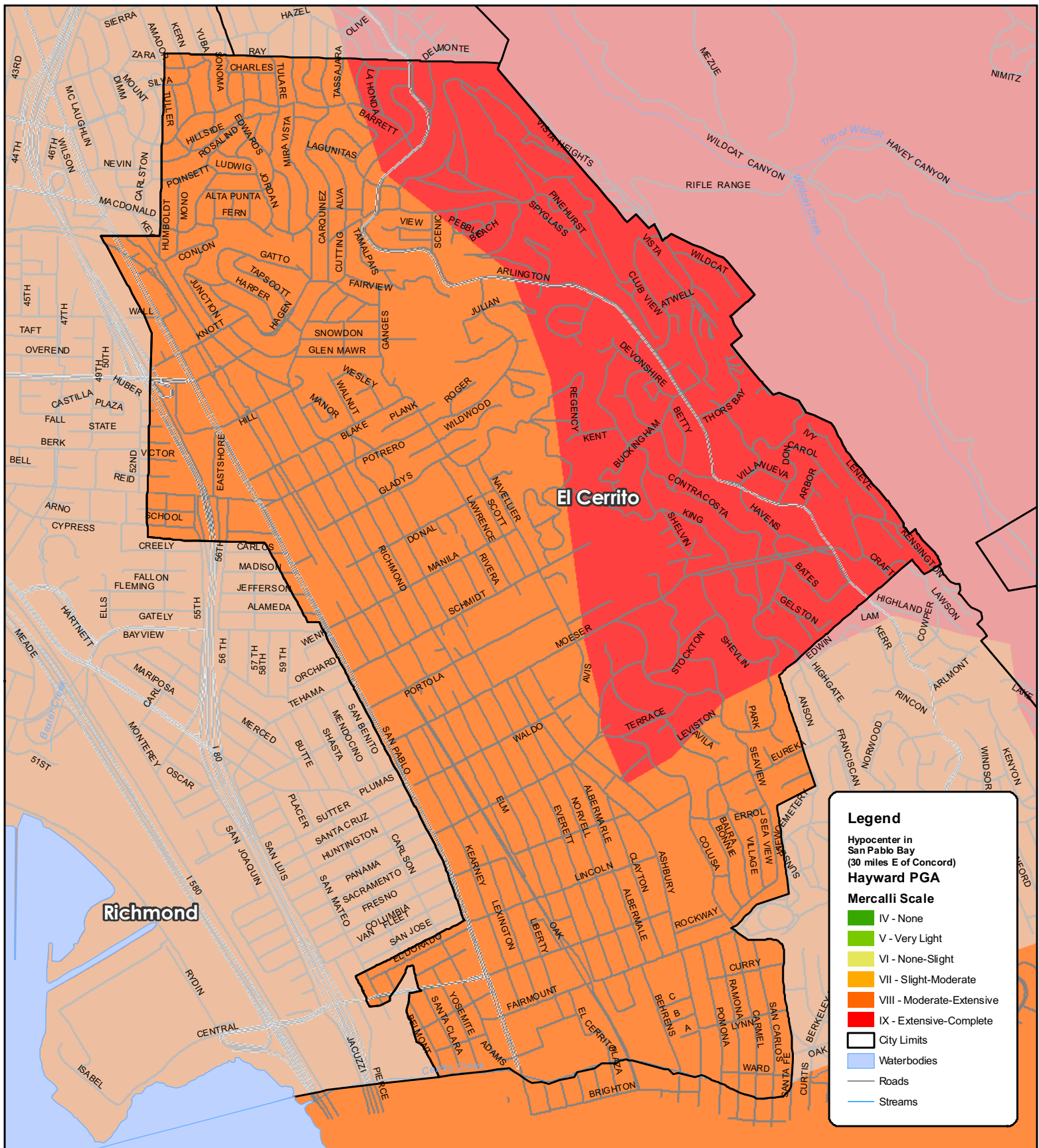


0 1,000 2,000 4,000
Feet



Source Contra Costa County GIS & DFIRM
Map Created By Tetra Tech on July 27th 2009
Projection: NAD_1983_StatePlane_California_III_FIPS_0403_Feet





City of El Cerrito

Northern Hayward Earthquake
2008 USGS Fault Scenario
Peak Ground Acceleration
Mercalli Scale

A 7.05 magnitude earthquake with
a hypocenter located in San Pablo Bay



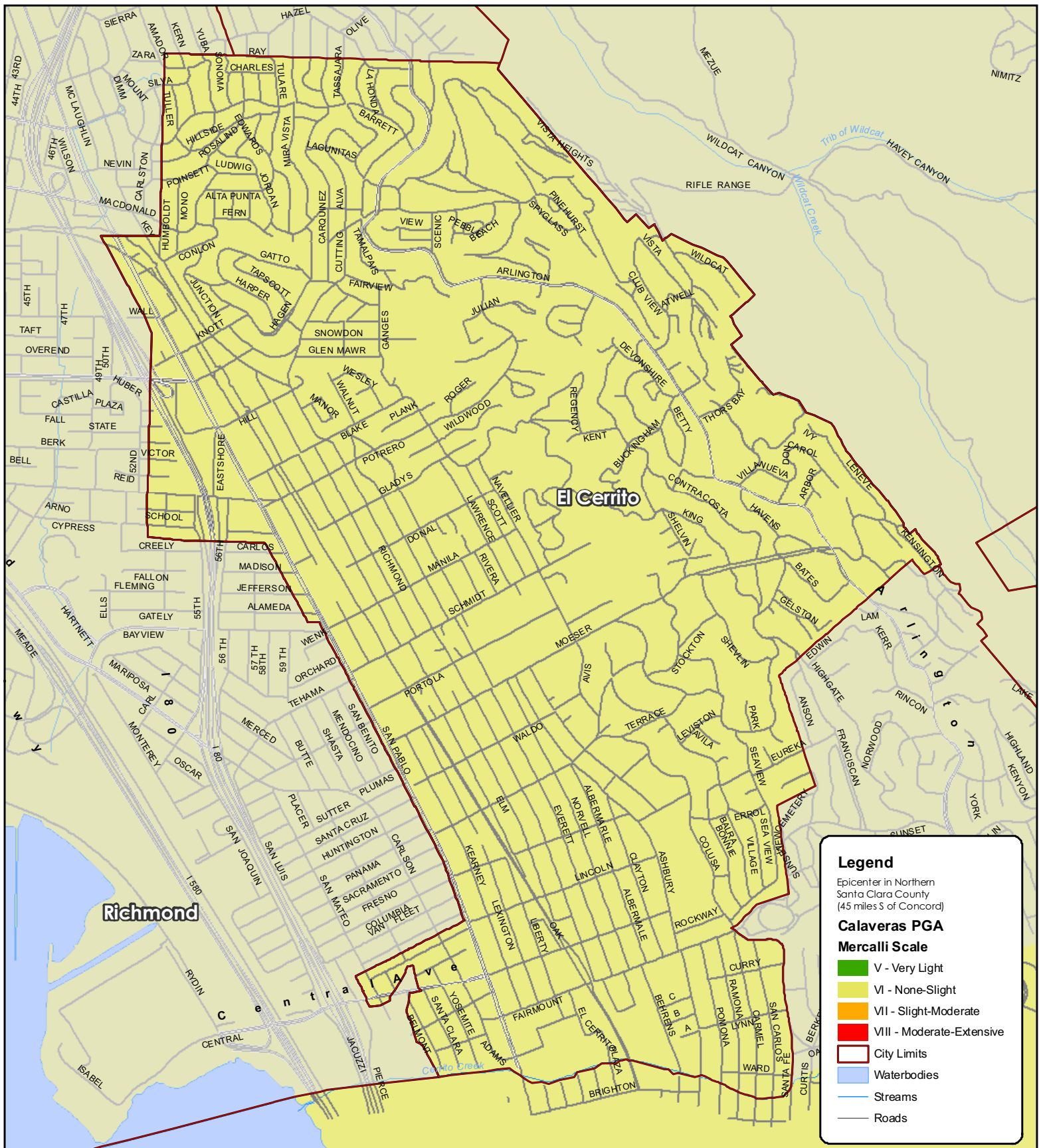
0 1,000 2,000 4,000
Feet

VI Felt by all; many run outside. Some heavy furniture moved.
VII Everyone runs outside. No damage in well-built buildings; moderate damage in ordinary structures; considerable damage in poorly constructed buildings.
VIII - Considerable damage except in specially constructed buildings. Disturbs people driving cars.
IX - Damage even in specially designed structures. Buildings shifted from foundations; ground cracked; underground pipes broken.



Source Contra Costa County GIS
Map Created By Tetra Tech on July 27th 2009
Projection: NAD_1983_StatePlane_California_III_FIPS_0403_Feet





City of El Cerrito

Central & Northern Calaveras
Earthquake 2003 USGS
Scenario Peak
Ground Acceleration
Mercalli Scale

A 6.9 magnitude earthquake with
an epicenter of N37.45 W121.81



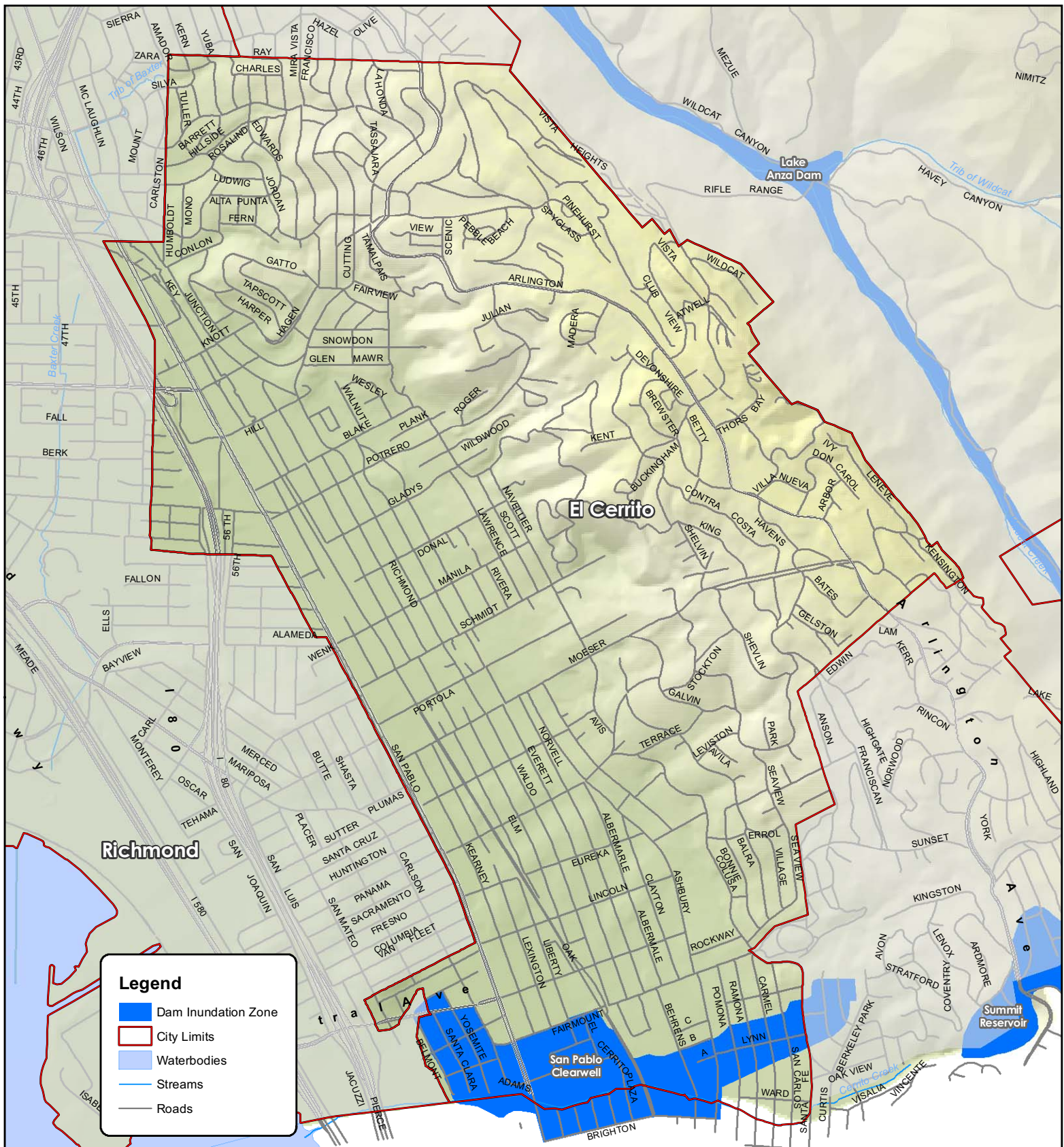
0 1,000 2,000 4,000
Feet

VII - Everyone runs outside. No damage in well-built buildings; moderate damage in ordinary structures; considerable damage in poorly constructed buildings.
VIII - Considerable damage except in specially constructed buildings. Disturbs people driving cars.
IX - Damage even in specially designed structures. Buildings shifted from foundations; ground cracked; underground pipes broken.



Source Contra Costa County GIS
Map Created By Tetra Tech on July 27th 2009
Projection: NAD_1983_StatePlane_California_III_FIPS_0403_Feet





City of El Cerrito

Dam Inundation
Zone



0 1,000 2,000 4,000
Feet

Dam & Reservoir Facilities within Study Area:

Antioch Dam	Los Vaqueros Reservoir
Argyle No. 2 Reservoir	Maloney Reservoir
Bethany Dams	Marsh Creek Dam
Briones Dam	Martinez Dam
Clifton Court Forebay	Moraga Reservoir
Contra Loma Dam	North Reservoir
Danville Reservoir	Pine Creek Dam
Deer Creek Dam	Pine Creek Dam Detention Basin
Dry Creek Dam	San Pablo Clearwell
Fay Hill Reservoir	San Pablo Dam
Lafayette Dam	Schapiro Reservoir
Lake Anza Dam	Sobranito Clearwell
Lake Orinda Dam	Summit Reservoir
Leland Reservoir	Walnut Creek Clearwell



Source Contra Costa County GIS
Map Created By Tetra Tech on July 27th 2009
Projection: NAD_1983_StatePlane_California_III_FIPS_0403_Feet



Contra Costa County
Hazard Mitigation Plan
Volume 2: Planning Partner Annexes

APPENDIX A.
PLANNING PARTNER EXPECTATIONS

May 2011

PLANNING PARTNER EXPECTATIONS

ACHIEVING DMA COMPLIANCE FOR ALL PLANNING PARTNERS

One of the goals of the multi-jurisdictional approach to hazard mitigation planning is to achieve compliance with the Disaster Mitigation Act (DMA) for all participating members in the planning effort. DMA compliance must be certified for each member in order to maintain eligibility for the benefits under the DMA. Whether our planning process generates 10 individual plans or 1 large plan that has a chapter for each partner jurisdiction, the following items must be addressed to achieve DMA compliance for each Coalition member:

- ✓ **Participate in the process.** It must be documented in the plan that each planning partner “participated” in the process that generated the plan. There is flexibility in defining “participation”. Participation can vary based on the type of planning partner (i.e.: City or County, vs. a Special Purpose District). However, the level of participation must be defined and the extent for which this level of participation has been met for each partner must be contained in the plan context.
- ✓ **Review of existing documents** pertinent to each jurisdiction to identify policies or recommendations that are not consistent with those documents reviewed in producing the “parent” plan or have policies and recommendations that compliment the hazard mitigation initiatives selected (i.e.: comp plans, basin plans or hazard specific plans).
- ✓ **Personalize the Risk Assessment** for each jurisdiction. Remove hazards not associated with the defined jurisdictional area or redefine vulnerability based on a hazard’s impact to a jurisdiction. This phase will include:
 - A ranking of the risk
 - A description of the number and type of structures at risk
 - An estimate of the potential dollar losses to vulnerable structures
 - A general description of land uses and development trends within the community so that mitigation options can be considered in future land use decisions.
- ✓ **Capability assessment.** Each planning partner must identify and review their individual regulatory, technical and financial capabilities with regards to the implementation of hazard mitigation actions.
- ✓ **Personalize mitigation recommendations.** Identify and prioritize mitigation recommendations specific to the each jurisdiction’s defined area.
- ✓ **Create an Action Plan.**

- ✓ **Each jurisdiction must present the Plan to the public for comment at least once, within 2 weeks prior to adoption.**
- ✓ **Plan must be adopted**

One of the benefits to multi-jurisdictional planning is the ability to pool resources. This means more than monetary resources. Resources such as staff time, meeting locations, media resources, technical expertise will all need to be utilized to generate a successful plan. In addition, these resources can be pooled such that decisions can be made by a peer group applying to the whole and thus reducing the individual level of effort of each planning partner. This will be accomplished by the formation of a steering committee made up of planning partners and other “stakeholders” within the planning area. The size and makeup of this steering committee will be determined by the planning partnership. This body will assume the decision making responsibilities on behalf of the entire partnership. This will streamline the planning process by reducing the number of meetings that will need to be attended by each planning partner. The assembled Steering Committee for this effort will meet monthly on an as needed basis as determined by the planning team will provide guidance and decision making during all phases of the plan’s development.

With the above participation requirements in mind, each partner is expected to aid this process by being prepared to develop its section of the plan. To be an eligible planning partner in this effort, each Planning Partner shall provide the following:

- A. A “Letter of Intent to participate” or Resolution to participate to the Humboldt County Planning Team (see exhibit A).
- B. Designate a lead point of contact for this effort. This designee will be listed as the Hazard mitigation point of contact for your jurisdiction in the plan.
- C. Support and participate in the selection and function of the Steering Committee selected to oversee the development of this plan.
- D. Provide support in the form of mailing list, possible meeting space, media such as newsletters, newspapers or direct mailed brochures, required to implement the public involvement strategy formed by the Steering Committee.
- E. Participate in the process. There will be many opportunities as this plan evolves to participate. Opportunities such as:
 - a. Steering Committee meetings.
 - b. Public meetings or open houses.
 - c. Workshops/ Planning Partner specific training sessions.
 - d. Public review and comment periods prior to adoption

Planning Partner Expectations
Contra Costa County Hazard Mitigation Plan-Update

At each and every one of these opportunities, attendance will be tracked. These attendance records will be used to track and document participation for each planning partner. No thresholds will be established as minimum levels of participation. However, each planning partner should attempt to attend all possible opportunities.

- F. There will be 1 **mandatory** workshop that all planning partners will be required to attend. This workshop will cover the proper completion of the jurisdictional annex template which is the basis for each partner's jurisdictional chapter in the plan. Failure to have a representative at this workshop will disqualify the planning partner from participation in this effort. The schedule for this workshop will be such that all committed planning partners will be able to attend.
- G. After participation in the mandatory template workshop, each partner will be required to complete their template and provide it to the planning team in the time frame established by the Steering Committee.
- H. All technical studies, plans, ordinances specific to hazards identified within the defined planning area. Each partner will be expected to perform a "consistency review" of all such documents to determine the existence of plans, studies or ordinances not consistent with the same such documents reviewed in the preparation of the County (parent) Plan. For example: if your community has a floodplain management plan that makes recommendations that are not consistent with any of the County's Basin Plans, that plan will need to be reviewed for probable incorporation into the plan for your area.
- I. Each partner will be expected to review the Risk Assessment and identify hazards and vulnerabilities specific to its jurisdiction. Contract resources will provide the jurisdiction specific mapping and technical consultation to aid in this task, but the determination of risk and vulnerability will be up to each partner.
- J. Each partner will be expected to review and determine if the mitigation recommendations chosen in the parent plan will meet the needs of its jurisdiction. Projects within each jurisdiction consistent with the parent plan recommendations will need to be identified and prioritized, and reviewed to determine their benefits vs. costs.
- K. Each partner will be required to create its own action plan that identifies each project, who will oversee the task, how it will be financed and when it is estimated to occur.
- L. Each partner will be required to sponsor at least one public meeting to present the draft plan at least 2 weeks prior to adoption.
- M. Each partner will be required to formally adopt the plan.

Templates and instructions to aid in the compilation of this information will be provided to all committed planning partners. Each Partner will be expected to complete their templates in a timely manner and according to the timeline specified by the Steering Committee.

Once this plan is completed, and DMA compliance has been determined for each partner, maintaining that eligibility will be dependant upon each partner implementing the plan implementation-maintenance protocol identified in the plan. At a minimum, this means completing the on-going plan maintenance protocol identified in the plan. Partners that do not participate in this plan maintenance strategy may be deemed ineligible by the partnership, and thus lose their DMA eligibility.

Exhibit A
Example Letter of Intent to Participate

Crescent City-Del Norte County Hazard Mitigation Planning Partnership
C/O Rob Flaner, Tetra Tech, Inc.
90 South Blackwood Ave.
Eagle, ID 83616

Dear Contra Costa County Planning Partnership,

Please be advised that the _____ (*insert City or district name*) is committed to participating in the update to the Contra Costa County All Hazards Mitigation Plan. As the Chief Administrative Official for this jurisdiction, I certify that I will commit all necessary resources in order to meet Partnership expectations as outlined in the “Planning Partners expectations” document provided by the planning team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

Mr./Ms. _____ will be the district’s point of contact for this process and they can be reached at (*insert: address, phone number and e-mail address*).

Sincerely,

Planning Partner Expectations
Contra Costa County Hazard Mitigation Plan-Update

Exhibit B

Planning Team Contact information

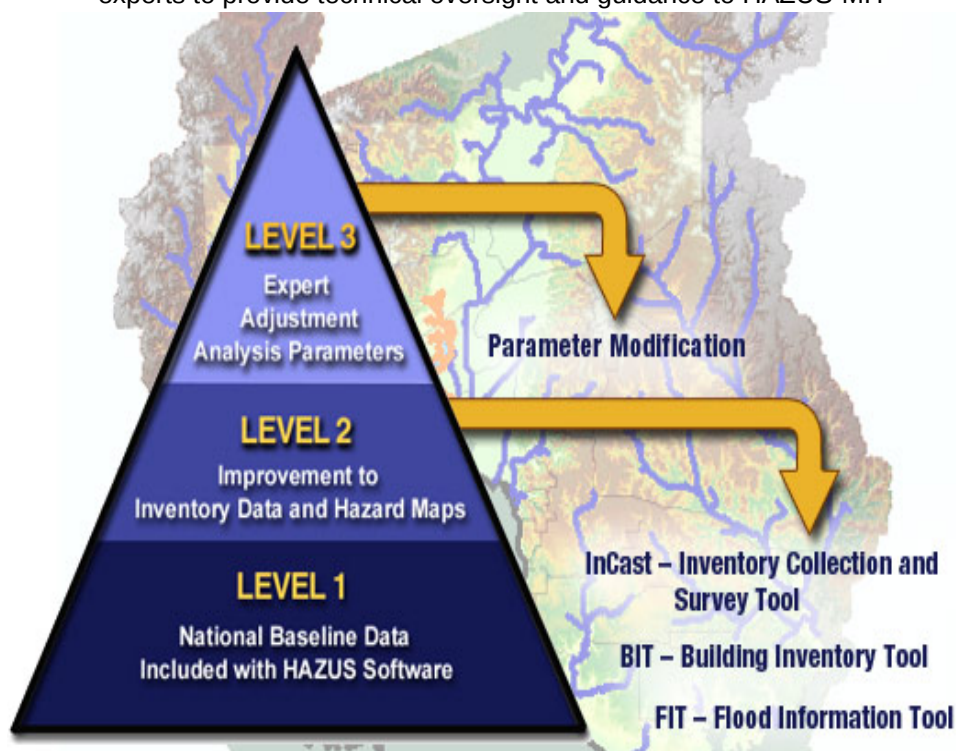
Name	Role	Representing	Address	Phone	e-mail
Rob Flaner	Project Manager	Tetra Tech, Inc.	90 S. Blackwood Ave Eagle, ID 83616	(208) 939-4391	Rob.flaner@tetratech.com
Rich Lierly	County POC	Department of Public Works	Flood Control Division 255 Glacier Dr. Martinez, CA 94533-4825	(925)313-2348	rlrier@pw.cccounty.us
Chris Boyer	Emergency Management Lead	OES	50 Glacier Dr. Martinez, CA 94553	(925)646-4461	cboyer@so.cccounty.us
Ed Whitford	GIS/HAZUS	Tetra Tech, Inc.	10101 271st Street, Stanwood, WA. 98292	(360) 629-0242	Ed.whitford@tetratech.com

Exhibit C

Overview of HAZUS

Overview of HAZUS-MH (Multi-Hazard)

HAZUS-MH, is a nationally applicable standardized methodology and software program that contains models for estimating potential losses from **earthquakes**, **floods**, and **hurricane winds**. HAZUS-MH was developed by the Federal Emergency Management Agency (FEMA) under contract with the National Institute of Building Sciences (NIBS). NIBS maintains committees of wind, flood, earthquake and software experts to provide technical oversight and guidance to HAZUS-MH



development. Loss estimates produced by HAZUS-MH are based on current scientific and engineering knowledge of the effects of hurricane winds, floods, and earthquakes. Estimating losses is essential to decision-making at all levels of government, providing a basis for developing mitigation plans and policies, emergency preparedness, and response and recovery planning.

HAZUS-MH uses state-of-the-art geographic information system (GIS) software to map and display hazard data and the results

of damage and economic loss estimates for buildings and infrastructure. It also allows users to estimate the impacts of hurricane winds, floods, and earthquakes on populations. The latest release, HAZUS-MH MR1, is an updated version of HAZUS-MH that incorporates many new features which improve both the speed and functionality of the models. For information on software and hardware requirements to run HAZUS-MH MR1, see HAZUS-MH [Hardware and Software Requirements](#).

HAZUS-MH Analysis Levels

HAZUS-MH provides for three levels of analysis:

- A **Level 1** analysis yields a rough estimate based on the nationwide database and is a great way to begin the risk assessment process and prioritize high-risk communities.

Planning Partner Expectations
Contra Costa County Hazard Mitigation Plan-Update

- A **Level 2** analysis requires the input of additional or refined data and hazard maps that will produce more accurate risk and loss estimates. Assistance from local emergency management personnel, city planners, GIS professionals, and others may be necessary for this level of analysis.
- A **Level 3** analysis yields the most accurate estimate of loss and typically requires the involvement of technical experts such as structural and geotechnical engineers who can modify loss parameters based on the specific conditions of a community. This level analysis will allow users to supply their own techniques to study special conditions such as dam breaks and tsunamis. Engineering and other expertise is needed at this level.



Three data input tools have been developed to support data collection. The **Inventory Collection Tool (InCAST)** helps users collect and manage local building data for more refined analyses than are possible with the national level data sets that come with HAZUS. InCAST has expanded capabilities for multi-hazard data collection. HAZUS-MH includes an enhanced Building Inventory Tool (BIT) allows users to import building data and is most useful when handling large datasets, such as tax assessor records. The **Flood Information Tool (FIT)** helps users manipulate flood data into the format required by the HAZUS flood model. All Three tools are included in the HAZUS-MH MR1 Application DVD.

HAZUS-MH Models

The **HAZUS-MH Hurricane Wind Model** gives users in the Atlantic and Gulf Coast regions and Hawaii the ability to estimate potential damage and loss to residential, commercial, and industrial buildings. It also allows users to estimate direct economic loss, post-storm shelter needs and building debris. In the future, the model will include the capability to estimate wind effects in island territories, storm surge, indirect economic losses, casualties, and impacts to utility and transportation lifelines and agriculture. Loss models for other severe wind hazards will be included in the future. [Details about the Hurricane Wind Model.](#)

The **HAZUS-MH Flood Model** is capable of assessing riverine and coastal flooding. It estimates potential damage to all classes of buildings, essential facilities, transportation and utility lifelines, vehicles, and agricultural crops. The model addresses building debris generation and shelter requirements. Direct losses are estimated based on physical damage to structures, contents, and building interiors. The effects of flood warning are taken into account, as are flow velocity effects. [Details about the Flood Model.](#)

The **HAZUS-MH Earthquake Model**, The HAZUS earthquake model provides loss estimates of damage and loss to buildings, essential facilities, transportation and utility lifelines, and population based on scenario or probabilistic earthquakes. The model addresses debris generation, fire-following, casualties, and shelter requirements. Direct losses are estimated based on physical damage to structures, contents, inventory, and building interiors. The earthquake model also includes the Advanced Engineering Building Module for single- and group-building mitigation analysis. [Details about the Earthquake Model.](#)

The updated earthquake model released with HAZUS-MH includes:

- The (September 2002) National Hazard Maps

Planning Partner Expectations

Contra Costa County Hazard Mitigation Plan-Update

- Project '02 attenuation functions
- Updated historical earthquake catalog (magnitude 5 or greater)
- Advanced Engineering Building Module for single and group building mitigation analysis

Additionally, HAZUS-MH can perform multi-hazard analysis by providing access to the average annualized loss and probabilistic results from the hurricane wind, flood, and earthquake models and combining them to provide integrated multi-hazard reports and graphs. HAZUS-MH also contains a third-party model integration capability that provides access and operational capability to a wide range of natural, man-made, and technological hazard models (nuclear and conventional blast, radiological, chemical, and biological) that will supplement the natural hazard loss estimation capability (hurricane wind, flood, and earthquake) in HAZUS-MH.

Find brochures, presentations, and additional information about HAZUS-MH at the [HAZUS Library](#).

Contra Costa County
Hazard Mitigation Plan
Volume 2: Planning Partner Annexes

APPENDIX B.
PROCEDURES FOR LINKING TO
THE HAZARD MITIGATION PLAN

May 2011

APPENDIX B. PROCEDURES FOR LINKING TO THE HAZARD MITIGATION PLAN

Not all eligible local governments within Contra Costa County are included in the Contra Costa County Hazard Mitigation Plan. It is assumed that some or all of these non-participating local governments may chose to “link” to the Plan at some point to gain eligibility for programs under the DMA. In addition, some of the current partnership may not continue to meet eligibility requirements due to a lack of participation as prescribed by the plan. The following “linkage” procedures define the requirements established by the Plan’s Steering Committee and all planning partners for dealing with an increase or decrease in the number of planning partners linked to this plan. It should be noted that a currently non-participating jurisdiction within the defined planning area is not obligated to link to this plan. These jurisdictions can chose to do their own “complete” plan that addresses all required elements of section 201.6 of 44CFR.

INCREASING THE PARTNERSHIP THROUGH LINKAGE

The annual time period for the linkage process will be from February 1 to the last calendar work day of April during any year. Eligible linking jurisdictions are instructed to complete **all** of the following procedures during this time frame:

- The eligible jurisdiction requests a “Linkage Package” by contacting the Point of Contact (POC) for the plan:

Name
Title
Address
City, State ZIP
Phone
e-mail

The POC will provide a linkage packages that includes:

- Copy of Volume 1 and 2 of the plan
 - Planning partner’s expectations package.
 - A sample “letter of intent” to link to the Hazard Mitigation Plan.
 - A Special Purpose District or City template and instructions.
 - Catalog of Hazard Mitigation Alternatives
 - A “request for technical assistance” form.
 - A copy of Section 201.6 of Chapter 44, the Code of Federal Regulations (44CFR), which defines the federal requirements for a Local Hazard Mitigation Plan.
- The new jurisdiction will be required to review both volumes of the Hazard Mitigation Plan, which includes the following key components for the planning area:
 - The planning area risk assessment
 - Goals and objectives

- Plan implementation and maintenance procedures
- Comprehensive review of alternatives
- County-wide initiatives.

Once this review is complete, the jurisdiction will complete its specific annex using the template and instructions provided by the POC. Technical assistance can be provided upon request by completing the request for technical assistance (TA) form provided in the linkage package. This TA may be provided by the POC or any other resource within the Planning Partnership such as a member of the Steering Committee or a currently participating City or Special Purposes District partner. The POC will determine who will provide the TA and the possible level of TA based on resources available at the time of the request.

- The new jurisdiction will be required to develop a public involvement strategy that ensures the public's ability to participate in the plan development process. At a minimum, the new jurisdiction must make an attempt to solicit public opinion on hazard mitigation at the onset of this linkage process and a minimum of one public meeting to present their draft jurisdiction specific annex for comment, prior to adoption by the governing body. The Planning Partnership will have resources available to aid in the public involvement strategy such as the Plan website. However, it will be the new jurisdiction's responsibility to implement and document this strategy for incorporation into its annex. It should be noted that the Jurisdictional Annex templates ***do not*** include a section for the description of the public process. This is because the original partnership was covered under a uniform public involvement strategy that covered the planning area described in Volume 1 of the plan. Since new partners were not addressed by that strategy, they will have to initiate a new strategy, and add a description of that strategy to their annex. For consistency, new partners are encouraged to follow the public involvement format utilized by the initial planning effort as described in Volume 1 of the plan.
- Once their public involvement strategy is completed and they have completed their template, the new jurisdiction will submit the completed package to the POC for a pre-adoption review to ensure conformance with the Regional plan format.
- The POC will review for the following:
 - Documentation of Public Involvement strategy
 - Conformance of template entries with guidelines outlined in instructions
 - Chosen initiatives are consistent with goals, objectives and mitigation catalog of the Planning Area hazard mitigation plan
 - A Designated point of contact
 - A ranking of risk specific to the jurisdiction.

The POC may utilize members of the Steering Committee or other resources to complete this review. All proposed linked annexes will be submitted to the Steering Committee for review and comment prior to submittal to the California Office of Emergency Services (CAOES).

- Plans approved and accepted by the Steering Committee will be forwarded to the CAOES for review with a cover letter stating the forwarded plan meets local approved plan standards and whether the plan is submitted with local adoption or for criteria met/plan not adopted review.
- CAOES will reviews plans for federal compliance. Non-Compliant plans are returned to the Lead agency for correction. Compliant plans are forwarded to FEMA Region IX office for review with annotation as to the adoption status.

- FEMA Region IX reviews the new jurisdiction's plan in association with the approved plan to ensure DMA compliance. Region IX notifies new jurisdiction of results of review with copies to CAOES and approved planning authority.
- New jurisdiction corrects plans shortfalls (if necessary) and resubmits to CAOES through the approved plan lead agency.
- For plans with no shortfalls from the Region IX review that have not been adopted, the new jurisdiction governing authority adopts the plan (if not already accomplished) and forwards adoption resolution to Region IX with copies to lead agency and CAOES.
- Region IX Director notifies new jurisdiction governing authority of plan approval.

The new jurisdiction plan is then included with the Regional plan with the commitment from the new jurisdiction to participate in the ongoing plan implementation and maintenance.

DECREASING THE PARTNERSHIP

The eligibility afforded under this process to the planning partnership can be rescinded in two ways. First, a participating planning partner can ask to be removed from the partnership. This may be done because the partner has decided to develop its own plan or has identified a different planning process for which it can gain eligibility. A partner that wishes to voluntarily leave the partnership shall inform the POC of this desire in writing. This notification can occur any time during the calendar year. A jurisdiction wishing to pursue this avenue is advised to make sure that it is eligible under the new planning effort, to avoid any period of being out of compliance with the Disaster Mitigation Act.

After receiving this notification, the POC shall immediately notify both CAOES and FEMA Region IX in writing that the partner in question is no longer covered by the Hazard Mitigation Plan, and that the eligibility afforded that partner under this plan should be rescinded based on this notification.

The second way a partner can be removed from the partnership is by failure to meet the participation requirements specified in the "Planning Partner Expectations" package provided to each partner at the beginning of the process, or the plan maintenance and implementation procedures specified under chapter 7 in Volume 1 of the plan. It should be noted that each partner agreed to these terms by adopting the plan.

Eligibility status of the planning partnership will be monitored by the POC. The determination of whether a partner is meeting its participation requirements will be based on the following parameters:

- Are progress reports being submitted annually by the specified time frames?
- Are partners notifying the POC of changes in designated points of contact?
- Are the partners supporting the Steering Committee by attending designated meetings or responding to needs identified by the body?
- Are the partners continuing to be supportive as specified in the Planning Partners expectations package provided to them at the beginning of the process?

Participation in the plan does not end with plan approval. This partnership was formed on the premise that a group of planning partners would pool resources and work together to strive to reduce risk within the planning area. Failure to support this premise lessens the effectiveness of this effort. The following procedures will be followed to remove a partner due to the lack of participation:

- The POC will advise the Steering Committee of this pending action and provide evidence or justification for the action. Justification may include: multiple failures to submit annual

progress reports, failure to attend meetings determined to be mandatory by the Steering Committee, failure to act on the partner's action plan, or inability to reach designated point of contact after a minimum of 5 attempts.

- The Steering Committee will review information provided by POC, and determine action by a vote. The Steering Committee will invoke the voting process established in the ground rules established during the formation of this body.
- Once the Steering Committee has approved an action, the POC will notify the planning partner of the pending action in writing via certified mail. This notification will outline the grounds for the action, and ask the partner if it is their desire to remain as a partner. This notification shall also clearly identify the ramifications of removal from the partnership. The partner will be given 30 days to respond to the notification.
- Confirmation by the partner that they no longer wish to participate or failure to respond to the notification shall trigger the procedures for voluntary removal discussed above.
- Should the partner respond that they would like to continue participation in the partnership, they must clearly articulate an action plan to address the deficiencies identified by the POC. This action plan shall be reviewed by the Steering Committee to determine whether the actions are appropriate to rescind the action. Those partners that satisfy the Steering Committee's review will remain in the partnership, and no further action is required.
- Automatic removal from the partnership will be implemented for partners where these actions have to be initiated more than once in a 5 year planning cycle.

Contra Costa County
Hazard Mitigation Plan
Volume 2: Planning Partner Annexes

APPENDIX C.
JURISDICTIONAL ANNEX INSTRUCTIONS AND TEMPLATE
FOR MUNICIPALITIES

May 2011

INSTRUCTIONS FOR COMPLETING MUNICIPALITY ANNEX TEMPLATE

This document provides instructions for completing the annex template for city and county governments participating in multi-partner hazard mitigation planning. Assistance in completing the template will be available in the form of a workshop for all planning partners or one-on-one visits with each partner, depending on funding availability. Any questions on completing the template should be directed to:

Rob Flaner
Tetra Tech, Inc.
90 South Blackwood Ave.
Eagle, ID 83616
(208) 939-4391
e-mail: rflaner@msn.com

Please provide both a hard copy and digital copy of the completed template to Tetra Tech upon completion.

Associated Materials:

Along with the annex template and these instructions, you have been provided with other materials with information that is needed for completing the template. Be sure to review these materials **before** you begin the process of filling in the template:

- Summary-of-loss matrix for the hazard mitigation plan
- Results from the hazard mitigation plan questionnaire
- Catalog of mitigation alternatives
- Fact sheet on Hazard Mitigation Grant Program (HMGP) and Pre-Disaster Mitigation Grant Program (PDM)

A Note About Software:

The template for the municipal jurisdiction annex is a Microsoft Word document in a format that will be used in the final plan. Partners are asked to use this template so that a uniform product will be completed for each partner. Partners who do not have Microsoft Word capability may prepare the document in other formats, and the planning team will convert it to the Word format.

CHAPTER NUMBER AND TITLE

In the chapter title at the top of Page 1, type in the complete official name of your jurisdiction (The City of Metropolis, Jefferson County, etc.). At this time, also change the name in the “header” box on Page 3, using the same wording.

Note that the template is set up as Chapter “X.” Please leave all references to “X” in the template as they are. Once all templates are received, chapter numbering will be assigned for incorporation into the final plan.

HAZARD MITIGATION PLAN POINT OF CONTACT

Please provide the name, title, mailing address, telephone number, and e-mail address for the primary point of contact for your jurisdiction. This should be the person responsible for monitoring, evaluating and updating the annex for your jurisdiction. This person should also be the principle liaison between your jurisdiction and the Steering Committee overseeing development of this plan.

In addition, designate an alternate point of contact. This would be a person to contact should the primary point of contact be unavailable or no longer employed by the jurisdiction.

JURISDICTION PROFILE

Provide information specific to your jurisdiction as indicated, in a style similar to the example provided in the box at right. This should be information that was not provided in the overall mitigation plan document. For population data, use the most current population figure for your jurisdiction based on an official means of tracking (e.g., the U.S. Census or state office of financial management).

JURISDICTION-SPECIFIC NATURAL HAZARD EVENT HISTORY

Chronological List of Hazard Events

In Table X-1, list in chronological order (most recent first) any natural hazard event that has caused damage to your jurisdiction since 1975. Include the date of the event and the estimated dollar amount of damage it caused. Please refer to the summary of natural hazard events within risk assessment of the overall hazard mitigation plan. Potential sources of damage information include:

- Preliminary damage estimates your jurisdiction filed with the county or state
- Insurance claims data
- Newspaper archives
- Other plans/documents that deal with emergency management (safety element of a comprehensive plan, emergency response plan, etc.)
- Citizen input.

Repetitive Loss Properties

A repetitive loss property is any property for which FEMA has paid two or more flood insurance claims in excess of \$1,000 in any rolling 10-year period since 1978. In the space provided in the text for Section X.3, indicate the number of any FEMA-identified Repetitive Flood Loss properties in your jurisdiction

Example Jurisdiction Profile:

- **Date of Incorporation**—1858
- **Current Population**—17,289 as of July 2006
- **Population Growth**—Based on the data tracked by the California Department of Finance, Arcata has experienced a relatively flat rate of growth. The overall population has increased only 3.4% since 2000 and has averaged 0.74% per year from 1990 to 2007
- **Location and Description**—The City of Arcata is located on California's redwood coast, approximately 760 miles north of Los Angeles and 275 miles north of San Francisco. The nearest seaport is Eureka, five miles south on Humboldt Bay. Arcata is the home of Humboldt State University and is situated between the communities of McKinleyville to the north and Blue Lake to the east. It sits at the intersection of US Highway 101 and State Route 299.
- **Brief History**—The Arcata area was settled during the California gold rush in the 1850s as a supply center for miners. As the gold rush died down, timber and fishing became the area's major economic resource. Arcata was incorporated in 1858 and by 1913 the Humboldt Teachers College, a predecessor to today's Humboldt State University was founded in Arcata. Recently, the presence of the college has come to shape Arcata's population into a young, liberal, and educated crowd. In 1981 Arcata developed the Arcata Marsh and Wildlife sanctuary, an innovative environmentally friendly, sewage treatment enhancement system.
- **Climate**—Arcata's weather is typical of the Northern California coast, with mild summers and cool, wet winters. It rarely freezes in the winter and it is rarely hot in the summer. Annual average rainfall is over 40 inches, with 80% of that falling in the six-month period of November through April. The average year-round temperature is 59°F. Humidity averages between 72 and 87 percent. Prevailing winds are from the north, and average 5 mph.
- **Governing Body Format**—The City of Arcata is governed by a five-member City Council. The City consists of six departments: Finance, Environmental Services, Community Development, Public Works, Police and the City Manager's Office. The City has 13 Committees, Commissions and Task Forces, which report to the City Council.
- **Development Trends**—Anticipated development levels for Arcata are low to moderate, consisting primarily of residential development. The majority of recent development has been infill. Residentially, there has been a focus on affordable housing and a push for more secondary mother-in-law units on properties.

The City of Arcata adopted its general plan in July 2000. The plan focuses on issues of the greatest concern to the community. City actions, such as those relating to land use allocations, annexations, zoning, subdivision and design review, redevelopment, and capital improvements, must be consistent with such a plan. Future growth and development in the City will be managed as identified in the general plan.

(your technical assistance provider will be able to help you confirm this information). If you have none, indicate “none” in the space provided.

Next, indicate the number (if any) of repetitive loss structures in your jurisdiction that have been mitigated. Mitigated for this exercise means that flood protection has been provided to the structure. If you do not know the answer to this question, the planning team will provide it for you.

HAZARD RISK RANKING

The risk ranking performed for the overall planning area is presented in the risk assessment section of the overall hazard mitigation plan. However, each jurisdiction has differing degrees of risk exposure and vulnerability and therefore needs to rank risk for its own area, using the same methodology as used for the overall planning area. The risk-ranking exercise assesses two variables for each hazard: its probability of occurrence; and its potential impact on people, property and the economy. A detailed discussion of the concepts associated with risk ranking is provided in the overall hazard mitigation plan. The instructions below outline steps for assessing risk in your jurisdiction to develop results that are to be included in the template.

Determine Probability of Occurrence for Each Hazard

A probability factor is assigned based on how often a hazard is likely to occur. In Table 1, list the probability of occurrence for each hazard as it pertains to your jurisdiction, along with its probability factor, as follows:

- High—Hazard event is likely to occur within 25 years (Probability Factor = 3)
- Medium—Hazard event is likely to occur within 100 years (Probability Factor = 2)
- Low—Hazard event is not likely to occur within 100 years (Probability Factor = 1)
- None—If there is no exposure to a hazard, there is no probability of occurrence (Probability Factor = 0)

TABLE 1. HAZARD PROBABILITY OF OCCURRENCE		
Hazard Type	Probability	Probability Factor

The probability of occurrence of a hazard event is generally based on past hazard events in an area. For example, if your jurisdiction has experienced two damaging floods in the last 25 years, the probability of occurrence is high for flooding and scores a 3 under this category. If your jurisdiction has experienced no damage from landslides in the last 100 years, your probability of occurrence for landslide is low, and scores a 1 under this category.

Determine Potential Impacts of Each Hazard

The impact of each hazard was divided into three categories: impacts on people, impacts on property, and impacts on the economy. These categories were also assigned weighted values. Impact on people was assigned a weighting factor of 3, impact on property was assigned a weighting factor of 2 and impact on the economy was assigned a weighting factor of 1. Steps to assess each type of impact are described below.

Impacts on People

To assess impacts on people, values are assigned based on the percentage of the total *population exposed* to the hazard event. The degree of impact on individuals will vary and is not measurable, so the calculation assumes for simplicity and consistency that all people exposed to a hazard because they live in a hazard zone will be equally impacted when a hazard event occurs. In Table 2, list the potential impact of each hazard on people in your jurisdiction, along with its impact factor, as follows:

- High Impact—50% or more of the population is exposed to a hazard (Impact Factor = 3)
- Medium Impact—25% to 49% of the population is exposed to a hazard (Impact Factor = 2)
- Low Impact—25% or less of the population is exposed to the hazard (Impact Factor = 1)
- No impact—None of the population is exposed to a hazard (Impact Factor = 0)

TABLE 2. HAZARD IMPACT ON PEOPLE			
Hazard Type	Impact	Impact Factor	Weighted Impact Factor (Unweighted Factor x 3)

Impacts on Property

To assess impacts on property, values are assigned based on the percentage of the total *property value exposed* to the hazard event. In Table 3, enter the cost estimates for potential damage to exposed structures, taken from the “Summary of Loss” matrix provided with these instructions.

TABLE 3. COST ESTIMATES FOR POTENTIAL DAMAGE TO STRUCTURES	
Hazard type	Estimate of Potential Dollar Losses to Exposed Structures

In Table 4, list the potential impact of each hazard on property in your jurisdiction, along with its impact factor. Determine impact based on damage estimates from Table 3, as follows:

- High Impact—30% or more of the total assessed property value is exposed to a hazard (Impact Factor = 3)
- Medium Impact—15% to 29% of the total assessed property value is exposed to a hazard (Impact Factor = 2)
- Low Impact—14% or less of the total assessed property value is exposed to the hazard (Impact Factor = 1)
- No impact—None of the total assessed property value is exposed to a hazard (Impact Factor = 0)

TABLE 4. HAZARD IMPACT ON PROPERTY			
Hazard Type	Impact	Impact Factor	Weighted Impact Factor (Unweighted Factor x 2)

Impacts on the Economy

To assess impacts on the economy, values are assigned based on the percentage of the total **property value vulnerable** to the hazard event. Values represent estimates of the loss from a major event of each hazard in comparison to the total assessed value of property in the county. For some hazards, such as wildland fire, landslide and severe weather, vulnerability is the same as exposure due to the lack of loss estimation tools specific to those hazards. In Table 5, list the potential impact of each hazard on the economy in your jurisdiction, along with its impact factor, as follows:

- High Impact—Estimated loss from the hazard is 20% or more of the total assessed property value (Impact Factor = 3)
- Medium Impact—Estimated loss from the hazard is 10% to 19% of the total assessed property value (Impact Factor = 2)
- Low Impact—Estimated loss from the hazard is 8% or less of the total assessed property value (Impact Factor = 1)
- No impact—No loss is estimated from the hazard (Impact Factor = 0)

TABLE 5. HAZARD IMPACT ON THE ECONOMY			
Hazard Type	Impact	Impact Factor	Weighted Impact Factor (Unweighted Factor x 1)

Determine Risk Rating for Each Hazard

A risk rating for each hazard is determined by multiplying the assigned probability factor by the sum of the weighted impact factors for people, property and the economy:

- Risk Rating = Probability Factor x Weighted Impact Factor {people + property + economy}

Using the results developed in Tables 1, 2, 4 and 5, complete Table 6 to calculate a risk rating for each hazard of concern.

TABLE 6. HAZARD RISK RATING			
Hazard Type	Probability Factor (P)	Sum of Weighted Impact Factors on People, Property & Economy (I)	Risk Rating (P x I)

Complete Risk Ranking in Template

Once Table 6 has been completed above, complete Table X-2 in your template. The hazard with the highest risk rating in Table 6 should be listed at the top of Table X-2 and given a rank of 1; the hazard with the second highest rating should be listed second with a rank of 2; and so on. Two hazards with equal risk ratings should be given the same rank.

It is important to note that this exercise should not override your subjective assessment of relative risk based on your knowledge of the history of natural hazard events in your jurisdiction. If this risk ranking exercise generates results other than what you know based on substantiated data and documentation, you may alter the ranking based on this knowledge. If this is the case, please note this fact in the comments at the end of the template. Remember, one of the purposes of this exercise is to support the selection and prioritization of initiatives in your plan. If you identify an initiative with a high priority that mitigates the risk of a hazard you have ranked low, that project will not be competitive in the grant arena.

CAPABILITY ASSESSMENT

Legal and Regulatory Capability

Describe the legal authorities available to your jurisdiction and/or enabling legislation at the state level affecting planning and land management tools that can support hazard mitigation initiatives. In Table X-3, indicate “Yes” or “No” for each listed code, ordinance, requirement or planning document in each of the following columns:

- Local Authority—Enter “Yes” if your jurisdiction has prepared or adopted the identified item; otherwise, enter “No.” If yes, then enter the code or ordinance number and its date of adoption in the comments column.
- State or Federal Prohibitions—Enter “Yes” if there are any state or federal regulations or laws that would prohibit local implementation of the identified item; otherwise, enter “No.”
- Other Regulatory Authority—Enter “Yes” if there are any regulations that may impact your initiative that are enforced or administered by another agency (e.g., a state agency or special purpose district); otherwise, enter “No.”

- State Mandated—Enter “Yes” if state laws or other requirements enable or require the listed item to be implemented at the local level; otherwise, enter “No.”

Administrative and Technical Capability

This section requires you to take inventory of the staff/personnel resources available to your jurisdiction to help with hazard mitigation planning and implementation of specific mitigation actions.

Complete Table X-4 by indicating whether your jurisdiction has access to each of the listed personnel resources. Enter “Yes” or “No” in the column labeled “Available?”. If yes, then enter the department and position title in the right-hand column.

Financial Resources

Identify what financial resources (other than the Hazard Mitigation Grant Program and the Pre-Disaster Mitigation Grant Program) are available to your jurisdiction for implementing mitigation initiatives.

Complete Table X-5 by indicating whether each of the listed financial resources is accessible to your jurisdiction. Enter “Yes” if the resource is fully accessible to your jurisdiction. Enter “No” if there are limitations or prerequisites that may hinder your eligibility for this resource.

Community Mitigation Related Classifications

Complete Table X-6 to indicate your jurisdiction’s participation in various national programs related to natural hazard mitigation. For each program enter “Yes” or “No” in the second column to indicate whether your jurisdiction participates. If yes, then enter the classification that your jurisdiction has earned under the program in the third column and the date on which that classification was issued in the fourth column; enter “N/A” in these columns if your jurisdiction is not participating.

HAZARD MITIGATION ACTION PLAN

Action Plan Matrix

Identify the initiatives your jurisdiction would like to pursue with this plan. Refer to the mitigation catalog for mitigation options you might want to consider. Be sure to consider the following factors in your selection of initiatives:

- Select initiatives that are consistent with the overall goals, objectives and guiding principles of the hazard mitigation plan.
- Identify projects where benefits exceed costs.
- Include any project that your jurisdiction has committed to pursuing regardless of grant eligibility.
- Know what is and is not grant-eligible under the HMGP and PDM (see fact sheet provided). Listing HMGP or PDM as a potential funding source for an ineligible project will be a red flag when this plan goes through review. If you have projects that are not HMGP or PDM grant eligible, but do mitigate part or all of the hazard and may be eligible for other grant programs sponsored by other agencies, include them in this section.
- Although you should identify at least one initiative for your highest ranked risk, a hazard-specific project is not required for every hazard. If you have not identified an earthquake related project, and an earthquake occurs that causes damage in your jurisdiction, you are not discounted from HMGP project grant eligibility.

Complete Table X-7 for all the initiatives you have identified:

- Enter the initiative number and description.
- Indicate whether the initiative mitigates hazards for new or existing assets.
- Identify the specific hazards the initiative will mitigate.
- Identify by number the mitigation plan objectives that the initiative addresses. These have been provided in the Steering Committee meeting minutes that were forwarded to you in the past.
- Indicate who will be the lead in administering the project. This will most likely be your governing body.
- Identify funding sources for the project. If it is a grant, include the funding sources for the cost share. Refer to your fiscal capability assessment (Table X-5) to identify possible sources of funding.
- Indicate the time line as “short term” (1 to 5 years) or “long term” (5 years or greater).

Wording Your Initiative Descriptions:

Descriptions of your initiatives need not provide great detail. That will come when you apply for a project grant. Provide enough information to identify the project's scope and impact. The following are typical descriptions for an action plan initiative:

- **Initiative 1**—Address Repetitive Loss properties. Through targeted mitigation, acquire, relocate or retrofit the five repetitive loss structures in the County as funding opportunities become available.
- **Initiative 2**—Perform a non-structural, seismic retrofit of City Hall.
- **Initiative 3**—Acquire floodplain property in the Smith subdivision.
- **Initiative 4**—Enhance the County flood warning capability by joining the NOAA "Storm Ready" program.

Technical assistance will be available to your jurisdiction in completing this section during the technical assistance visit.

Prioritization of Mitigation Initiatives

Complete the information in Table X-8 as follows:

- Initiative #—Indicate the initiative number from Table X-7.
- # of Objectives Met—Enter the number of objectives the initiative will meet.
- Benefits—Enter “High,” “Medium” or “Low” as follows:
 - High: Project will have an immediate impact on the reduction of risk exposure to life and property.
 - Medium: Project will have a long-term impact on the reduction of risk exposure to life and property, or project will provide an immediate reduction in the risk exposure to property.
 - Low: Long-term benefits of the project are difficult to quantify in the short term.
- Costs—Enter “High,” “Medium” or “Low” as follows:
 - High: Would require an increase in revenue via an alternative source (i.e., bonds, grants, fee increases) to implement. Existing funding levels are not adequate to cover the costs of the proposed project.
 - Medium: Could budget for under existing work-plan, but would require a reapportionment of the budget or a budget amendment, or the cost of the project would have to be spread over multiple years.
 - Low: Possible to fund under existing budget. Project is part of, or can be part of an existing ongoing program.

If you know the estimated cost of a project because it is part of an existing, ongoing program, indicate the amount.

- Do Benefits Exceed the Cost?—Enter “Yes” or “No.” This is a qualitative assessment. Enter “Yes” if the benefit rating (high, medium or low) is the same as or higher than the cost rating (high benefit/high cost; high benefit/medium cost; medium benefit/low cost; etc.). Enter “No” if the benefit rating is lower than the cost rating (medium benefit/high cost, low benefit/medium cost; etc.)
- Is the Project Grant-Eligible?—Enter “Yes” or “No.” Refer to the fact sheet on HMGP and PDM.
- Can Project Be Funded Under Existing Program Budgets?—Enter “Yes” or “No.” In other words, is this initiative currently budgeted for, or would it require a new budget authorization or funding from another source such as grants?
- Priority—Enter “High,” “Medium” or “Low” as follows:
 - High: Project meets multiple plan objectives, benefits exceed cost, funding is secured under existing programs, or is grant eligible, and project can be completed in 1 to 5 years (i.e., short term project) once funded.
 - Medium: Project meets at least 1 plan objective, benefits exceed costs, requires special funding authorization under existing programs, grant eligibility is questionable, and project can be completed in 1 to 5 years once funded.
 - Low: Project will mitigate the risk of a hazard, benefits exceed costs, funding has not been secured, project is not grant eligible, and time line for completion is long term (5 to 10 years).

This prioritization is a simple review to determine that the initiatives you have identified meet one of the primary objectives of the Disaster Mitigation Act. It is not the detailed benefit/cost analysis required for HMGP/PDM project grants. The prioritization will identify any projects whose probable benefits will not exceed the probable costs.

Analysis of Mitigation Actions

Complete Table X-9 summarizing the mitigation actions by hazard of concern and the following six mitigation types:

- Prevention—Government, administrative or regulatory actions that influence the way land and buildings are developed to reduce hazard losses. Includes planning and zoning, floodplain laws, capital improvement programs, open space preservation, and stormwater management regulations.
- Property Protection—Modification of buildings or structures to protect them from a hazard or removal of structures from a hazard area. Includes acquisition, elevation, relocation, structural retrofit, storm shutters, and shatter-resistant glass.
- Public Education and Awareness—Actions to inform citizens and elected officials about hazards and ways to mitigate them. Includes outreach projects, real estate disclosure, hazard information centers, and school-age and adult education.
- Natural Resource Protection—Actions that minimize hazard loss and preserve or restore the functions of natural systems. Includes sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation.

- **Emergency Services**—Actions that protect people and property during and immediately after a hazard event. Includes warning systems, emergency response services, and the protection of essential facilities.
- **Structural Projects**—Actions that involve the construction of structures to reduce the impact of a hazard. Includes dams, setback levees, floodwalls, retaining walls, and safe rooms.

This exercise demonstrates that the jurisdiction has selected a comprehensive range of actions.

FUTURE NEEDS TO BETTER UNDERSTAND RISK/VULNERABILITY

In this section, identify any future studies, analyses, reports, or surveys your jurisdiction needs to better understand its vulnerability to identified or currently unidentified risks. These could be needs based on federal or state agency mandates such as EPA's Bio-terrorism assessment requirement for water districts.

ADDITIONAL COMMENTS

Use this section to add any additional information pertinent to hazard mitigation and your jurisdiction not covered in this template.

CHAPTER X. [INSERT JURISDICTION NAME] ANNEX

X.1 HAZARD MITIGATION PLAN POINT OF CONTACT

Primary Point of Contact

[Name, Title]
[Street Address]
[City, State ZIP]
Telephone: [Phone #]
e-mail Address: [email address]

Alternate Point of Contact

[Name, Title]
[Street Address]
[City, State ZIP]
Telephone: [Phone #]
e-mail Address: [email address]

X.2 JURISDICTION PROFILE

The following is a summary of key information about the jurisdiction and its history:

- **Date of Incorporation**—[Insert Date of Incorporation]
- **Current Population**—[Insert Population] as of [Insert Date of Population Count]
- **Population Growth**—[Insert Discussion of Population Growth]
- **Location and Description**—[Insert Description of Location, Surroundings, Key Geographic Features]
- **Brief History**—[Insert Summary Discussion of Jurisdiction's History]
- **Climate**—[Insert Summary Discussion of Climate]
- **Governing Body Format**—[Insert Summary Description of Governing Body]
- **Development Trends**—[Insert Summary Description of Development]

X.3 JURISDICTION-SPECIFIC NATURAL HAZARD EVENT HISTORY

Table X-1 lists all past occurrences of natural hazards within the jurisdiction. Repetitive loss records are as follows:

- Number of FEMA Identified Repetitive Flood Loss Properties: [Insert #]
- Number of Repetitive Flood Loss Properties that have been mitigated: [Insert #]

X.4 HAZARD RISK RANKING

Table X-2 presents the ranking of the hazards of concern.

X.5 CAPABILITY ASSESSMENT

The assessment of the jurisdiction's legal and regulatory capabilities is presented in Table X-3. The assessment of the jurisdiction's administrative and technical capabilities is presented in Table X-4. The assessment of the jurisdiction's fiscal capabilities is presented in Table X-5. Classifications under various community mitigation programs are presented in Table X-6.

X.6 HAZARD MITIGATION ACTION PLAN AND EVALUATION OF RECOMMENDED INITIATIVES

Table X-7 lists the initiatives that make up the jurisdiction's hazard mitigation plan. Table X-8 identifies the priority for each initiative. Table X-9 summarizes the mitigation initiatives by hazard of concern and the six mitigation types.

X.7 FUTURE NEEDS TO BETTER UNDERSTAND RISK/VULNERABILITY

[Insert text, if any]

X.8 ADDITIONAL COMMENTS

[Insert text, if any]

TABLE X-1. NATURAL HAZARD EVENTS

[illegible]

TABLE X-2. HAZARD RISK RANKING

Rank	Hazard Type	Risk Rating Score (Probability x Impact)
1		
2		
3		
4		
5		
6		
7		
8		
9		

TABLE X-3. LEGAL AND REGULATORY CAPABILITY					
	Local Authority	State or Federal Prohibitions	Other Jurisdictional Authority	State Mandated	Comments
Codes, Ordinances & Requirements					
Building Code					
Zonings					
Subdivisions					
Stormwater Management					
Post Disaster Recovery					
Real Estate Disclosure					
Growth Management					
Site Plan Review					
Special Purpose (flood management, critical areas)					
Planning Documents					
General or Comprehensive Plan					
Floodplain or Basin Plan					
Stormwater Plan					
Capital Improvement Plan					
Habitat Conservation Plan					
Economic Development Plan					
Emergency Response Plan					
Shoreline Management Plan					
Post Disaster Recovery Plan					
Other					
Other					

**TABLE X-4.
ADMINISTRATIVE AND TECHNICAL CAPABILITY**

Staff/Personnel Resources	Available?	Department/Agency/Position
Planners or engineers with knowledge of land development and land management practices		
Engineers or professionals trained in building or infrastructure construction practices		
Planners or engineers with an understanding of natural hazards		
Staff with training in benefit/cost analysis		
Floodplain manager		
Surveyors		
Personnel skilled or trained in GIS applications		
Scientist familiar with natural hazards in local area		
Emergency manager		
Grant writers		

**TABLE X-5.
FISCAL CAPABILITY**

Financial Resources	Accessible or Eligible to Use?
Community Development Block Grants	
Capital Improvements Project Funding	
Authority to Levy Taxes for Specific Purposes	
User Fees for Water, Sewer, Gas or Electric Service	
Incur Debt through General Obligation Bonds	
Incur Debt through Special Tax Bonds	
Incur Debt through Private Activity Bonds	
Withhold Public Expenditures in Hazard-Prone Areas	
State Sponsored Grant Programs	
Development Impact Fees for Homebuyers or Developers	
Other	

TABLE X-6. COMMUNITY CLASSIFICATIONS			
	Participating?	Classification	Date Classified
Community Rating System			
Building Code Effectiveness Grading Schedule			
Public Protection			
Storm Ready			
Firewise			
Tsunami Ready			

TABLE X-7. HAZARD MITIGATION ACTION PLAN MATRIX						
Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline
Initiative #—Description						
Initiative #—Description						
Initiative #—Description						
Initiative #—Description						
Initiative #—Description						
Initiative #—Description						
Initiative #—Description						
Initiative #—Description						
Initiative #—Description						

TABLE X-8.
MITIGATION STRATEGY PRIORITY SCHEDULE

[illegible]

a. Explanation of priorities

- High Priority: Project meets multiple plan objectives, benefits exceed cost, funding is secured under existing programs, or is grant eligible, and project can be completed in 1 to 5 years (i.e., short term project) once funded.
- Medium Priority: Project meets at least 1 plan objective, benefits exceed costs, requires special funding authorization under existing programs, grant eligibility is questionable, and project can be completed in 1 to 5 years once funded.
- Low Priority: Project will mitigate the risk of a hazard, benefits exceed costs, funding has not been secured, project is not grant eligible, and time line for completion is long term (5 to 10 years).

TABLE X-9.
ANALYSIS OF MITIGATION INITIATIVES

[illegible]

Notes:

1. **Prevention:** Government, administrative or regulatory actions that influence the way land and buildings are developed to reduce hazard losses. Includes planning and zoning, floodplain laws, capital improvement programs, open space preservation, and stormwater management regulations.
2. **Property Protection:** Modification of buildings or structures to protect them from a hazard or removal of structures from a hazard area. Includes acquisition, elevation, relocation, structural retrofit, storm shutters, and shatter-resistant glass.
3. **Public Education and Awareness:** Actions to inform citizens and elected officials about hazards and ways to mitigate them. Includes outreach projects, real estate disclosure, hazard information centers, and school-age and adult education.
4. **Natural Resource Protection:** Actions that minimize hazard loss and preserve or restore the functions of natural systems. Includes sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation.
5. **Emergency Services:** Actions that protect people and property during and immediately after a hazard event. Includes warning systems, emergency response services, and the protection of essential facilities.
6. **Structural Projects:** Actions that involve the construction of structures to reduce the impact of a hazard. Includes dams, setback levees, floodwalls, retaining walls, and safe rooms.

Contra Costa County
Hazard Mitigation Plan
Volume 2: Planning Partner Annexes

APPENDIX D.
JURISDICTIONAL ANNEX INSTRUCTIONS AND TEMPLATE
FOR MUNICIPALITY UPDATES

May 2011

INSTRUCTIONS FOR COMPLETING MUNICIPALITY UPDATE ANNEX TEMPLATE

This document provides instructions for completing the annex template for city and county governments participating in multi-partner hazard mitigation planning. Assistance in completing the template will be available in the form of a workshop for all planning partners or one-on-one visits with each partner, depending on funding availability. Any questions on completing the template should be directed to:

Rob Flaner
Tetra Tech, Inc.
90 South Blackwood Ave.
Eagle, ID 83616
(208) 939-4391
e-mail: rflaner@msn.com

Please provide both a hard copy and digital copy of the completed template to Tetra Tech upon completion.

Associated Materials:

Along with the annex template and these instructions, you have been provided with other materials with information that is needed for completing the template. Be sure to review these materials **before** you begin the process of filling in the template:

- Summary-of-loss matrix for the hazard mitigation plan
- Results from the hazard mitigation plan questionnaire
- Catalog of mitigation alternatives
- Fact sheet on Hazard Mitigation Grant Program (HMGP) and Pre-Disaster Mitigation Grant Program (PDM)

A Note About Software:

The template for the municipal jurisdiction annex is a Microsoft Word document in a format that will be used in the final plan. Partners are asked to use this template so that a uniform product will be completed for each partner. Partners who do not have Microsoft Word capability may prepare the document in other formats, and the planning team will convert it to the Word format.

CHAPTER NUMBER AND TITLE

In the chapter title at the top of Page 1, type in the complete official name of your jurisdiction (The City of Metropolis, Jefferson County, etc.). At this time, also change the name in the “header” box on Page 3, using the same wording.

Note that the template is set up as Chapter “X.” Please leave all references to “X” in the template as they are. Once all templates are received, chapter numbering will be assigned for incorporation into the final plan.

HAZARD MITIGATION PLAN POINT OF CONTACT

Please provide the name, title, mailing address, telephone number, and e-mail address for the primary point of contact for your jurisdiction. This should be the person responsible for monitoring, evaluating and updating the annex for your jurisdiction. This person should also be the principle liaison between your jurisdiction and the Steering Committee overseeing development of this plan.

In addition, designate an alternate point of contact. This would be a person to contact should the primary point of contact be unavailable or no longer employed by the jurisdiction.

JURISDICTION PROFILE

Provide information specific to your jurisdiction as indicated, in a style similar to the example provided in the box at right. This should be information that was not provided in the overall mitigation plan document. For population data, use the most current population figure for your jurisdiction based on an official means of tracking (e.g., the U.S. Census or state office of financial management).

JURISDICTION-SPECIFIC NATURAL HAZARD EVENT HISTORY

Chronological List of Hazard Events

In Table X-1, list in chronological order (most recent first) any natural hazard event that has caused damage to your jurisdiction since 1975. Include the date of the event and the estimated dollar amount of damage it caused. Please refer to the summary of natural hazard events within risk assessment of the overall hazard mitigation plan. Potential sources of damage information include:

- Preliminary damage estimates your jurisdiction filed with the county or state
- Insurance claims data
- Newspaper archives
- Other plans/documents that deal with emergency management (safety element of a comprehensive plan, emergency response plan, etc.)
- Citizen input.

Repetitive Loss Properties

A repetitive loss property is any property for which FEMA has paid two or more flood insurance claims in excess of \$1,000 in any rolling 10-year period since 1978. In the space provided in the text for Section X.3, indicate the number of any FEMA-identified Repetitive Flood Loss properties in your jurisdiction

Example Jurisdiction Profile:

- **Date of Incorporation**—1858
- **Current Population**—17,289 as of July 2006
- **Population Growth**—Based on the data tracked by the California Department of Finance, Arcata has experienced a relatively flat rate of growth. The overall population has increased only 3.4% since 2000 and has averaged 0.74% per year from 1990 to 2007
- **Location and Description**—The City of Arcata is located on California's redwood coast, approximately 760 miles north of Los Angeles and 275 miles north of San Francisco. The nearest seaport is Eureka, five miles south on Humboldt Bay. Arcata is the home of Humboldt State University and is situated between the communities of McKinleyville to the north and Blue Lake to the east. It sits at the intersection of US Highway 101 and State Route 299.
- **Brief History**—The Arcata area was settled during the California gold rush in the 1850s as a supply center for miners. As the gold rush died down, timber and fishing became the area's major economic resource. Arcata was incorporated in 1858 and by 1913 the Humboldt Teachers College, a predecessor to today's Humboldt State University was founded in Arcata. Recently, the presence of the college has come to shape Arcata's population into a young, liberal, and educated crowd. In 1981 Arcata developed the Arcata Marsh and Wildlife sanctuary, an innovative environmentally friendly, sewage treatment enhancement system.
- **Climate**—Arcata's weather is typical of the Northern California coast, with mild summers and cool, wet winters. It rarely freezes in the winter and it is rarely hot in the summer. Annual average rainfall is over 40 inches, with 80% of that falling in the six-month period of November through April. The average year-round temperature is 59°F. Humidity averages between 72 and 87 percent. Prevailing winds are from the north, and average 5 mph.
- **Governing Body Format**—The City of Arcata is governed by a five-member City Council. The City consists of six departments: Finance, Environmental Services, Community Development, Public Works, Police and the City Manager's Office. The City has 13 Committees, Commissions and Task Forces, which report to the City Council.
- **Development Trends**—Anticipated development levels for Arcata are low to moderate, consisting primarily of residential development. The majority of recent development has been infill. Residentially, there has been a focus on affordable housing and a push for more secondary mother-in-law units on properties.

The City of Arcata adopted its general plan in July 2000. The plan focuses on issues of the greatest concern to the community. City actions, such as those relating to land use allocations, annexations, zoning, subdivision and design review, redevelopment, and capital improvements, must be consistent with such a plan. Future growth and development in the City will be managed as identified in the general plan.

(your technical assistance provider will be able to help you confirm this information). If you have none, indicate “none” in the space provided.

Next, indicate the number (if any) of repetitive loss structures in your jurisdiction that have been mitigated. Mitigated for this exercise means that flood protection has been provided to the structure. If you do not know the answer to this question, the planning team will provide it for you.

HAZARD RISK RANKING

The risk ranking performed for the overall planning area is presented in the risk assessment section of the overall hazard mitigation plan. However, each jurisdiction has differing degrees of risk exposure and vulnerability and therefore needs to rank risk for its own area, using the same methodology as used for the overall planning area. The risk-ranking exercise assesses two variables for each hazard: its probability of occurrence; and its potential impact on people, property and the economy. A detailed discussion of the concepts associated with risk ranking is provided in the overall hazard mitigation plan. The instructions below outline steps for assessing risk in your jurisdiction to develop results that are to be included in the template.

Determine Probability of Occurrence for Each Hazard

A probability factor is assigned based on how often a hazard is likely to occur. In Table 1, list the probability of occurrence for each hazard as it pertains to your jurisdiction, along with its probability factor, as follows:

- High—Hazard event is likely to occur within 25 years (Probability Factor = 3)
- Medium—Hazard event is likely to occur within 100 years (Probability Factor = 2)
- Low—Hazard event is not likely to occur within 100 years (Probability Factor = 1)
- None—If there is no exposure to a hazard, there is no probability of occurrence (Probability Factor = 0)

TABLE 1. HAZARD PROBABILITY OF OCCURRENCE		
Hazard Type	Probability	Probability Factor

The probability of occurrence of a hazard event is generally based on past hazard events in an area. For example, if your jurisdiction has experienced two damaging floods in the last 25 years, the probability of occurrence is high for flooding and scores a 3 under this category. If your jurisdiction has experienced no damage from landslides in the last 100 years, your probability of occurrence for landslide is low, and scores a 1 under this category.

Determine Potential Impacts of Each Hazard

The impact of each hazard was divided into three categories: impacts on people, impacts on property, and impacts on the economy. These categories were also assigned weighted values. Impact on people was assigned a weighting factor of 3, impact on property was assigned a weighting factor of 2 and impact on the economy was assigned a weighting factor of 1. Steps to assess each type of impact are described below.

Impacts on People

To assess impacts on people, values are assigned based on the percentage of the total *population exposed* to the hazard event. The degree of impact on individuals will vary and is not measurable, so the calculation assumes for simplicity and consistency that all people exposed to a hazard because they live in a hazard zone will be equally impacted when a hazard event occurs. In Table 2, list the potential impact of each hazard on people in your jurisdiction, along with its impact factor, as follows:

- High Impact—50% or more of the population is exposed to a hazard (Impact Factor = 3)
- Medium Impact—25% to 49% of the population is exposed to a hazard (Impact Factor = 2)
- Low Impact—25% or less of the population is exposed to the hazard (Impact Factor = 1)
- No impact—None of the population is exposed to a hazard (Impact Factor = 0)

TABLE 2. HAZARD IMPACT ON PEOPLE			
Hazard Type	Impact	Impact Factor	Weighted Impact Factor (Unweighted Factor x 3)

Impacts on Property

To assess impacts on property, values are assigned based on the percentage of the total *property value exposed* to the hazard event. In Table 3, enter the cost estimates for potential damage to exposed structures, taken from the “Summary of Loss” matrix provided with these instructions.

TABLE 3. COST ESTIMATES FOR POTENTIAL DAMAGE TO STRUCTURES	
Hazard type	Estimate of Potential Dollar Losses to Exposed Structures

In Table 4, list the potential impact of each hazard on property in your jurisdiction, along with its impact factor. Determine impact based on damage estimates from Table 3, as follows:

- High Impact—30% or more of the total assessed property value is exposed to a hazard (Impact Factor = 3)
- Medium Impact—15% to 29% of the total assessed property value is exposed to a hazard (Impact Factor = 2)
- Low Impact—14% or less of the total assessed property value is exposed to the hazard (Impact Factor = 1)
- No impact—None of the total assessed property value is exposed to a hazard (Impact Factor = 0)

TABLE 4. HAZARD IMPACT ON PROPERTY			
Hazard Type	Impact	Impact Factor	Weighted Impact Factor (Unweighted Factor x 2)

Impacts on the Economy

To assess impacts on the economy, values are assigned based on the percentage of the total **property value vulnerable** to the hazard event. Values represent estimates of the loss from a major event of each hazard in comparison to the total assessed value of property in the county. For some hazards, such as wildland fire, landslide and severe weather, vulnerability is the same as exposure due to the lack of loss estimation tools specific to those hazards. In Table 5, list the potential impact of each hazard on the economy in your jurisdiction, along with its impact factor, as follows:

- High Impact—Estimated loss from the hazard is 20% or more of the total assessed property value (Impact Factor = 3)
- Medium Impact—Estimated loss from the hazard is 10% to 19% of the total assessed property value (Impact Factor = 2)
- Low Impact—Estimated loss from the hazard is 8% or less of the total assessed property value (Impact Factor = 1)
- No impact—No loss is estimated from the hazard (Impact Factor = 0)

TABLE 5. HAZARD IMPACT ON THE ECONOMY			
Hazard Type	Impact	Impact Factor	Weighted Impact Factor (Unweighted Factor x 1)

Determine Risk Rating for Each Hazard

A risk rating for each hazard is determined by multiplying the assigned probability factor by the sum of the weighted impact factors for people, property and the economy:

- Risk Rating = Probability Factor x Weighted Impact Factor {people + property + economy}

Using the results developed in Tables 1, 2, 4 and 5, complete Table 6 to calculate a risk rating for each hazard of concern.

TABLE 6. HAZARD RISK RATING			
Hazard Type	Probability Factor (P)	Sum of Weighted Impact Factors on People, Property & Economy (I)	Risk Rating (P x I)

Complete Risk Ranking in Template

Once Table 6 has been completed above, complete Table X-2 in your template. The hazard with the highest risk rating in Table 6 should be listed at the top of Table X-2 and given a rank of 1; the hazard with the second highest rating should be listed second with a rank of 2; and so on. Two hazards with equal risk ratings should be given the same rank.

It is important to note that this exercise should not override your subjective assessment of relative risk based on your knowledge of the history of natural hazard events in your jurisdiction. If this risk ranking exercise generates results other than what you know based on substantiated data and documentation, you may alter the ranking based on this knowledge. If this is the case, please note this fact in the comments at the end of the template. Remember, one of the purposes of this exercise is to support the selection and prioritization of initiatives in your plan. If you identify an initiative with a high priority that mitigates the risk of a hazard you have ranked low, that project will not be competitive in the grant arena.

CAPABILITY ASSESSMENT

Legal and Regulatory Capability

Describe the legal authorities available to your jurisdiction and/or enabling legislation at the state level affecting planning and land management tools that can support hazard mitigation initiatives. In Table X-3, indicate “Yes” or “No” for each listed code, ordinance, requirement or planning document in each of the following columns:

- Local Authority—Enter “Yes” if your jurisdiction has prepared or adopted the identified item; otherwise, enter “No.” If yes, then enter the code or ordinance number and its date of adoption in the comments column.
- State or Federal Prohibitions—Enter “Yes” if there are any state or federal regulations or laws that would prohibit local implementation of the identified item; otherwise, enter “No.”
- Other Regulatory Authority—Enter “Yes” if there are any regulations that may impact your initiative that are enforced or administered by another agency (e.g., a state agency or special purpose district); otherwise, enter “No.”

- State Mandated—Enter “Yes” if state laws or other requirements enable or require the listed item to be implemented at the local level; otherwise, enter “No.”

Administrative and Technical Capability

This section requires you to take inventory of the staff/personnel resources available to your jurisdiction to help with hazard mitigation planning and implementation of specific mitigation actions.

Complete Table X-4 by indicating whether your jurisdiction has access to each of the listed personnel resources. Enter “Yes” or “No” in the column labeled “Available?”. If yes, then enter the department and position title in the right-hand column.

Financial Resources

Identify what financial resources (other than the Hazard Mitigation Grant Program and the Pre-Disaster Mitigation Grant Program) are available to your jurisdiction for implementing mitigation initiatives.

Complete Table X-5 by indicating whether each of the listed financial resources is accessible to your jurisdiction. Enter “Yes” if the resource is fully accessible to your jurisdiction. Enter “No” if there are limitations or prerequisites that may hinder your eligibility for this resource.

Community Mitigation Related Classifications

Complete Table X-6 to indicate your jurisdiction’s participation in various national programs related to natural hazard mitigation. For each program enter “Yes” or “No” in the second column to indicate whether your jurisdiction participates. If yes, then enter the classification that your jurisdiction has earned under the program in the third column and the date on which that classification was issued in the fourth column; enter “N/A” in these columns if your jurisdiction is not participating.

HAZARD MITIGATION ACTION PLAN

Action Plan Matrix

Identify the initiatives your jurisdiction would like to pursue with this plan. Refer to the mitigation catalog for mitigation options you might want to consider. Be sure to consider the following factors in your selection of initiatives:

- Select initiatives that are consistent with the overall goals, objectives and guiding principles of the hazard mitigation plan.
- Identify projects where benefits exceed costs.
- Include any project that your jurisdiction has committed to pursuing regardless of grant eligibility.
- Know what is and is not grant-eligible under the HMGP and PDM (see fact sheet provided). Listing HMGP or PDM as a potential funding source for an ineligible project will be a red flag when this plan goes through review. If you have projects that are not HMGP or PDM grant eligible, but do mitigate part or all of the hazard and may be eligible for other grant programs sponsored by other agencies, include them in this section.
- Although you should identify at least one initiative for your highest ranked risk, a hazard-specific project is not required for every hazard. If you have not identified an earthquake related project, and an earthquake occurs that causes damage in your jurisdiction, you are not discounted from HMGP project grant eligibility.

Complete Table X-7 for all the initiatives you have identified:

- Enter the initiative number and description.
- Indicate whether the initiative mitigates hazards for new or existing assets.
- Identify the specific hazards the initiative will mitigate.
- Identify by number the mitigation plan objectives that the initiative addresses. These have been provided in the Steering Committee meeting minutes that were forwarded to you in the past.
- Indicate who will be the lead in administering the project. This will most likely be your governing body.
- Identify funding sources for the project. If it is a grant, include the funding sources for the cost share. Refer to your fiscal capability assessment (Table X-5) to identify possible sources of funding.
- Indicate the time line as “short term” (1 to 5 years) or “long term” (5 years or greater).
- Enter “Yes” or “No” to indicate whether this initiative was included in the previous version of this hazard mitigation plan.

Wording Your Initiative Descriptions:

Descriptions of your initiatives need not provide great detail. That will come when you apply for a project grant. Provide enough information to identify the project's scope and impact. The following are typical descriptions for an action plan initiative:

- **Initiative 1**—Address Repetitive Loss properties. Through targeted mitigation, acquire, relocate or retrofit the five repetitive loss structures in the County as funding opportunities become available.
- **Initiative 2**—Perform a non-structural, seismic retrofit of City Hall.
- **Initiative 3**—Acquire floodplain property in the Smith subdivision.
- **Initiative 4**—Enhance the County flood warning capability by joining the NOAA "Storm Ready" program.

Technical assistance will be available to your jurisdiction in completing this section during the technical assistance visit.

Prioritization of Mitigation Initiatives

Complete the information in Table X-8 as follows:

- Initiative #—Indicate the initiative number from Table X-7.
- # of Objectives Met—Enter the number of objectives the initiative will meet.
- Benefits—Enter “High,” “Medium” or “Low” as follows:
 - High: Project will have an immediate impact on the reduction of risk exposure to life and property.
 - Medium: Project will have a long-term impact on the reduction of risk exposure to life and property, or project will provide an immediate reduction in the risk exposure to property.
 - Low: Long-term benefits of the project are difficult to quantify in the short term.
- Costs—Enter “High,” “Medium” or “Low” as follows:
 - High: Would require an increase in revenue via an alternative source (i.e., bonds, grants, fee increases) to implement. Existing funding levels are not adequate to cover the costs of the proposed project.
 - Medium: Could budget for under existing work-plan, but would require a reapportionment of the budget or a budget amendment, or the cost of the project would have to be spread over multiple years.

- Low: Possible to fund under existing budget. Project is part of, or can be part of an existing ongoing program.

If you know the estimated cost of a project because it is part of an existing, ongoing program, indicate the amount.

- Do Benefits Exceed the Cost?—Enter “Yes” or “No.” This is a qualitative assessment. Enter “Yes” if the benefit rating (high, medium or low) is the same as or higher than the cost rating (high benefit/high cost; high benefit/medium cost; medium benefit/low cost; etc.). Enter “No” if the benefit rating is lower than the cost rating (medium benefit/high cost, low benefit/medium cost; etc.)
- Is the Project Grant-Eligible?—Enter “Yes” or “No.” Refer to the fact sheet on HMGP and PDM.
- Can Project Be Funded Under Existing Program Budgets?—Enter “Yes” or “No.” In other words, is this initiative currently budgeted for, or would it require a new budget authorization or funding from another source such as grants?
- Priority—Enter “High,” “Medium” or “Low” as follows:
 - High: Project meets multiple plan objectives, benefits exceed cost, funding is secured under existing programs, or is grant eligible, and project can be completed in 1 to 5 years (i.e., short term project) once funded.
 - Medium: Project meets at least 1 plan objective, benefits exceed costs, requires special funding authorization under existing programs, grant eligibility is questionable, and project can be completed in 1 to 5 years once funded.
 - Low: Project will mitigate the risk of a hazard, benefits exceed costs, funding has not been secured, project is not grant eligible, and time line for completion is long term (5 to 10 years).

This prioritization is a simple review to determine that the initiatives you have identified meet one of the primary objectives of the Disaster Mitigation Act. It is not the detailed benefit/cost analysis required for HMGP/PDM project grants. The prioritization will identify any projects whose probable benefits will not exceed the probable costs.

Analysis of Mitigation Actions

Complete Table X-9 summarizing the mitigation actions by hazard of concern and the following six mitigation types:

- Prevention—Government, administrative or regulatory actions that influence the way land and buildings are developed to reduce hazard losses. Includes planning and zoning, floodplain laws, capital improvement programs, open space preservation, and stormwater management regulations.
- Property Protection—Modification of buildings or structures to protect them from a hazard or removal of structures from a hazard area. Includes acquisition, elevation, relocation, structural retrofit, storm shutters, and shatter-resistant glass.
- Public Education and Awareness—Actions to inform citizens and elected officials about hazards and ways to mitigate them. Includes outreach projects, real estate disclosure, hazard information centers, and school-age and adult education.

- **Natural Resource Protection**—Actions that minimize hazard loss and preserve or restore the functions of natural systems. Includes sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation.
- **Emergency Services**—Actions that protect people and property during and immediately after a hazard event. Includes warning systems, emergency response services, and the protection of essential facilities.
- **Structural Projects**—Actions that involve the construction of structures to reduce the impact of a hazard. Includes dams, setback levees, floodwalls, retaining walls, and safe rooms.

This exercise demonstrates that the jurisdiction has selected a comprehensive range of actions.

STATUS OF PREVIOUS PLAN INITIATIVES

In this section, provide a status report of actions recommended in your previous hazard mitigation plan. You must be able to reconcile your original action plan to meet FEMA requirements for plan updates. Enter all the recommended actions from your previous plan in Table X-10 and put an X in one of the following three columns for each action to indicate its status:

- **Completed**—If the action has been completed, place a check mark in this column and enter a brief explanation in the “Comments” column (e.g., “Action #WC31 was completed by the Public Works Department on 3/12/2009”). Ongoing actions, such as annual outreach projects or maintenance activities, should also be indicated as “Completed,” with a statement about the ongoing nature of the action provided in the “Comments” column (e.g., “Ongoing action, implemented annually by Community Development Department”).
- **Carry Over to Plan Update**—If you did not complete an action and want to carry it over to your updated action plan, place a check mark in this column, and enter an explanatory statement in the comment section (e.g., “Action carried over as Action #WC14 in updated action plan”).
- **Removed; No Longer Feasible**—If you want to remove an action because you have determined that it is no longer feasible, place a check mark in this column. “No longer feasible” means that you have determined that you do not have the capability to implement the action or that the action does not serve the best interest of your jurisdiction. Lack of funding does not mean that it is no longer feasible, unless the sole source of funding for an action is no longer available. Place a comment in the comment section explaining why the action is no longer feasible (e.g., “Action no longer considered feasible due to lack of political support to complete it.”)

FUTURE NEEDS TO BETTER UNDERSTAND RISK/VULNERABILITY

In this section, identify any future studies, analyses, reports, or surveys your jurisdiction needs to better understand its vulnerability to identified or currently unidentified risks. These could be needs based on federal or state agency mandates such as EPA’s Bio-terrorism assessment requirement for water districts.

ADDITIONAL COMMENTS

Use this section to add any additional information pertinent to hazard mitigation and your jurisdiction not covered in this template.

CHAPTER X. [INSERT JURISDICTION NAME] ANNEX

X.1 HAZARD MITIGATION PLAN POINT OF CONTACT

Primary Point of Contact

[Name, Title]
[Street Address]
[City, State ZIP]
Telephone: [Phone #]
e-mail Address: [email address]

Alternate Point of Contact

[Name, Title]
[Street Address]
[City, State ZIP]
Telephone: [Phone #]
e-mail Address: [email address]

X.2 JURISDICTION PROFILE

The following is a summary of key information about the jurisdiction and its history:

- **Date of Incorporation**—[Insert Date of Incorporation]
- **Current Population**—[Insert Population] as of [Insert Date of Population Count]
- **Population Growth**—[Insert Discussion of Population Growth]
- **Location and Description**—[Insert Description of Location, Surroundings, Key Geographic Features]
- **Brief History**—[Insert Summary Discussion of Jurisdiction's History]
- **Climate**—[Insert Summary Discussion of Climate]
- **Governing Body Format**—[Insert Summary Description of Governing Body]
- **Development Trends**—[Insert Summary Description of Development]

X.3 JURISDICTION-SPECIFIC NATURAL HAZARD EVENT HISTORY

Table X-1 lists all past occurrences of natural hazards within the jurisdiction. Repetitive loss records are as follows:

- Number of FEMA Identified Repetitive Flood Loss Properties: [Insert #]
- Number of Repetitive Flood Loss Properties that have been mitigated: [Insert #]

X.4 HAZARD RISK RANKING

Table X-2 presents the ranking of the hazards of concern.

X.5 CAPABILITY ASSESSMENT

The assessment of the jurisdiction's legal and regulatory capabilities is presented in Table X-3. The assessment of the jurisdiction's administrative and technical capabilities is presented in Table X-4. The assessment of the jurisdiction's fiscal capabilities is presented in Table X-5. Classifications under various community mitigation programs are presented in Table X-6.

X.6 HAZARD MITIGATION ACTION PLAN AND EVALUATION OF RECOMMENDED INITIATIVES

Table X-7 lists the initiatives that make up the jurisdiction's hazard mitigation plan. Table X-8 identifies the priority for each initiative. Table X-9 summarizes the mitigation initiatives by hazard of concern and the six mitigation types.

X.7 STATUS OF PREVIOUS PLAN INITIATIVES

Table X-10 summarizes the initiatives that were recommended in the previous version of the hazard mitigation plan and their implementation status at the time this update was prepared.

X.8 FUTURE NEEDS TO BETTER UNDERSTAND RISK/VULNERABILITY

[Insert text, if any]

X.9 ADDITIONAL COMMENTS

[Insert text, if any]

TABLE X-1. NATURAL HAZARD EVENTS

[illegible]

TABLE X-2. HAZARD RISK RANKING	
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Rank	Hazard Type	Risk Rating Score (Probability x Impact)
1		
2		
3		
4		
5		
6		
7		
8		
9		

TABLE X-3. LEGAL AND REGULATORY CAPABILITY					
	Local Authority	State or Federal Prohibitions	Other Jurisdictional Authority	State Mandated	Comments
Codes, Ordinances & Requirements					
Building Code					
Zoning Code					
Subdivisions					
Stormwater Management					
Post Disaster Recovery					
Real Estate Disclosure					
Growth Management					
Site Plan Review					
Special Purpose (flood management, critical areas)					
Planning Documents					
General or Comprehensive Plan					
Floodplain or Basin Plan					
Stormwater Plan					
Capital Improvement Plan					
Habitat Conservation Plan					
Economic Development Plan					
Emergency Response Plan					
Shoreline Management Plan					
Post Disaster Recovery Plan					
Other					
Other					

**TABLE X-4.
ADMINISTRATIVE AND TECHNICAL CAPABILITY**

Staff/Personnel Resources	Available?	Department/Agency/Position
Planners or engineers with knowledge of land development and land management practices		
Engineers or professionals trained in building or infrastructure construction practices		
Planners or engineers with an understanding of natural hazards		
Staff with training in benefit/cost analysis		
Floodplain manager		
Surveyors		
Personnel skilled or trained in GIS applications		
Scientist familiar with natural hazards in local area		
Emergency manager		
Grant writers		

**TABLE X-5.
FISCAL CAPABILITY**

Financial Resources	Accessible or Eligible to Use?
Community Development Block Grants	
Capital Improvements Project Funding	
Authority to Levy Taxes for Specific Purposes	
User Fees for Water, Sewer, Gas or Electric Service	
Incur Debt through General Obligation Bonds	
Incur Debt through Special Tax Bonds	
Incur Debt through Private Activity Bonds	
Withhold Public Expenditures in Hazard-Prone Areas	
State Sponsored Grant Programs	
Development Impact Fees for Homebuyers or Developers	
Other	

TABLE X-6. COMMUNITY CLASSIFICATIONS			
	Participating?	Classification	Date Classified
Community Rating System			
Building Code Effectiveness Grading Schedule			
Public Protection			
Storm Ready			
Firewise			
Tsunami Ready			

TABLE X-7. HAZARD MITIGATION ACTION PLAN MATRIX							
Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline	Included in Previous Plan?
Initiative # —Description							
Initiative # —Description							
Initiative # —Description							
Initiative # —Description							
Initiative # —Description							
Initiative # —Description							
Initiative # —Description							
Initiative # —Description							

TABLE X-8. MITIGATION STRATEGY PRIORITY SCHEDULE	
---	--

[illegible]

a. Explanation of priorities

- High Priority: Project meets multiple plan objectives, benefits exceed cost, funding is secured under existing programs, or is grant eligible, and project can be completed in 1 to 5 years (i.e., short term project) once funded.
- Medium Priority: Project meets at least 1 plan objective, benefits exceed costs, requires special funding authorization under existing programs, grant eligibility is questionable, and project can be completed in 1 to 5 years once funded.
- Low Priority: Project will mitigate the risk of a hazard, benefits exceed costs, funding has not been secured, project is not grant eligible, and time line for completion is long term (5 to 10 years).

TABLE X-9. ANALYSIS OF MITIGATION INITIATIVES	
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[illegible]

Notes:

1. **Prevention:** Government, administrative or regulatory actions that influence the way land and buildings are developed to reduce hazard losses. Includes planning and zoning, floodplain laws, capital improvement programs, open space preservation, and stormwater management regulations.
2. **Property Protection:** Modification of buildings or structures to protect them from a hazard or removal of structures from a hazard area. Includes acquisition, elevation, relocation, structural retrofit, storm shutters, and shatter-resistant glass.
3. **Public Education and Awareness:** Actions to inform citizens and elected officials about hazards and ways to mitigate them. Includes outreach projects, real estate disclosure, hazard information centers, and school-age and adult education.
4. **Natural Resource Protection:** Actions that minimize hazard loss and preserve or restore the functions of natural systems. Includes sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation.
5. **Emergency Services:** Actions that protect people and property during and immediately after a hazard event. Includes warning systems, emergency response services, and the protection of essential facilities.
6. **Structural Projects:** Actions that involve the construction of structures to reduce the impact of a hazard. Includes dams, setback levees, floodwalls, retaining walls, and safe rooms.

TABLE X-10. PREVIOUS ACTION PLAN IMPLEMENTATION STATUS	
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[illegible]

Contra Costa County
Hazard Mitigation Plan
Volume 2: Planning Partner Annexes

APPENDIX E.
JURISDICTIONAL ANNEX INSTRUCTIONS AND TEMPLATE
FOR SPECIAL-PURPOSE DISTRICTS

May 2011

INSTRUCTIONS FOR COMPLETING SPECIAL-PURPOSE DISTRICT ANNEX TEMPLATE

This document provides instructions for completing the annex template for special-purpose districts participating in multi-partner hazard mitigation planning. Assistance in completing the template will be available in the form of a workshop for all planning partners or one-on-one visits with each partner, depending on funding availability. Any questions on completing the template should be directed to:

Rob Flaner
Tetra Tech, Inc.
90 South Blackwood Ave.
Eagle, ID 83616
(208) 939-4391
e-mail: rflaner@msn.com

Please provide both a hard copy and digital copy of the completed template to Tetra Tech upon completion.

Associated Materials:

Along with the annex template and these instructions, you have been provided with other materials with information that is needed for completing the template. Be sure to review these materials **before** you begin the process of filling in the template:

- Summary-of-loss matrix for the hazard mitigation plan
- Results from the hazard mitigation plan questionnaire
- Catalog of mitigation alternatives
- Fact sheet on Hazard Mitigation Grant Program (HMGP) and Pre-Disaster Mitigation Grant Program (PDM)

A Note About Software:

The template for the special-purpose district annex is a Microsoft Word document in a format that will be used in the final plan. Partners are asked to use this template so that a uniform product will be completed for each partner. Partners who do not have Microsoft Word capability may prepare the document in other formats, and the planning team will convert it to the Word format.

CHAPTER NUMBER AND TITLE

In the chapter title at the top of Page 1, type in the complete official name of your jurisdiction (West County Fire Protection District #1, Burgville Flood Protection District, etc.). At this time, also change the name in the “header” box on Page 3, using the same wording.

Note that the template is set up as Chapter “X.” Please leave all references to “X” in the template as they are. Once all templates are received, chapter numbering will be assigned for incorporation into the final plan.

HAZARD MITIGATION PLAN POINT OF CONTACT

Please provide the name, title, mailing address, telephone number, and e-mail address for the primary point of contact for your jurisdiction. This should be the person responsible for monitoring, evaluating and updating the annex for your jurisdiction. This person should also be the principle liaison between your jurisdiction and the Steering Committee overseeing development of this plan.

In addition, designate an alternate point of contact. This would be a person to contact should the primary point of contact be unavailable or no longer employed by the jurisdiction.

JURISDICTION PROFILE

Narrative Profile

Please provide a brief summary to profile your jurisdiction. Include the purpose of the jurisdiction, the date of inception, the type of organization, the number of employees, the mode of operation (i.e., how operations are funded), the type of governing body, and who has adoptive authority. Describe who the jurisdiction's customers are (if applicable, include number of users or subscribers). Include a geographical description of the service area.

Provide information in a style similar to the example provided in the box at right. This should be information that was not provided in the overall mitigation plan document.

Example Jurisdiction Narrative Profile:

Humboldt Community Services District is a special-purpose district created in 1952 to provide water, sewer, and street lighting to the unincorporated area surrounding the City of Eureka known as Pine Hill & Cutten. The District's designated service areas expanded throughout the years to include other unincorporated areas of Humboldt County known as Myrtle town, Humboldt Hill, Fields Landing, King Salmon, and Freshwater. A five-member elected Board of Directors governs the District. The Board assumes responsibility for the adoption of this plan; the General Manager will oversee its implementation. As of April 30, 2007, the District serves 7,305 water connections and 6,108 sewer connections, with a current staff of 21. Funding comes primarily through rates and revenue bonds..

Summary Information

Complete the bulleted list of summary information as follows:

- **Population Served**—List the estimated population that your jurisdiction provides services to. If you do not know this number directly, create an estimate (e.g., the number of service connections times the average household size for the service area based on Census data).
- **Land Area Served**—Enter the service area of your jurisdiction in acres or square miles.
- **Value of Area Served**—Enter the approximate assessed value of your service area. If you do not have this information, the County should be able to provide a number using the County Assessor's database.
- **Land Area Owned**—Enter the area of property owned by the jurisdiction in acres or square miles.
- **List of Critical Infrastructure/Equipment Owned by the Jurisdiction**—List all infrastructure and equipment that is critical to your jurisdiction's operations and is located in a natural hazard risk zone. Briefly describe the item and give its estimated replacement-cost value. Examples are as follows:
 - Fire Districts—Apparatus and equipment housed in a facility that is located in a natural hazard risk zone. This is the equipment that is essential for you to deliver services to this area should a natural hazard occur. It is not necessary to provide a detailed inventory of each engine and truck and its contents. A summary will suffice, such as "5 Engines, 2 ladders, and their contents". Do not list reserve equipment.
 - Dike/Flood Control Districts—Miles of levees, pump stations, retention/detention ponds, tide gates, miles of ditches, etc., within natural hazard risk zones.
 - Water Districts—Total length of pipe (it is not necessary to specify size and type), pump stations, treatment facilities, dams and reservoirs, within natural hazard risk zones.

- Public Utility Districts—Miles of power line (above ground and underground), generators, power generating sub-stations, miles of pipeline, etc., within natural hazard risk zones.
- School Districts—Anything within natural hazard risk zones, besides school buildings, that is critical for you to operate (e.g., school buses if you own a fleet of school buses).
- **Total Value of Critical Infrastructure/Equipment**—Enter total replacement-cost value of the critical infrastructure and equipment listed above.
- **List of Critical Facilities Owned by the Jurisdiction**—List all buildings and other facilities that are critical to your jurisdiction’s operations and are located in a natural hazard risk zone. Briefly describe the facility and give its estimated replacement-cost value.
- **Total Value of Critical Facilities**—Enter total replacement-cost value of the critical facilities listed above.
- **Current and Anticipated Service Trends**—Enter a brief description on how your jurisdiction’s services are projected to expand in the foreseeable future and why. Note any identified capital improvements needed to meet the projected expansion. Examples are as follows:
 - For a Fire District: Portions of the jurisdiction have experienced a 13 percent growth over the last five years. Land use designations allow for an increase in light commercial and residential land uses within the service area. This increase in density of land uses will represent an increase in population and thus a projected increase in call volume. Our District is experiencing an average annual increase in call volume of 13 percent.
 - For Dike/Drainage/Flood Control District: Portions of the jurisdiction have experienced a 13 percent growth over the last five years. Land use designations allow for an increase in light commercial and residential land uses within the service area. This increase in density of land use will result in an increase in impermeable surface within our service area and thus increase the demand on control facilities.
 - For a Water District: Portions of the jurisdiction have experienced a 13 percent growth over the last five years. Land use designations allow for an increase in light commercial and residential land uses within the service area. This increase in density of land use will represent an increase in the number of housing units within the service area and thus represent an expansion of the district’s delivery network.

Boundary Map

Maps that illustrate the service area boundary for all special-purpose district partners will be provided at the workshop. Please confirm that the boundaries reflected on the maps are current and accurate for your jurisdiction. In the box for this section, include a reference to the map that includes your jurisdiction’s boundaries.

JURISDICTION-SPECIFIC NATURAL HAZARD EVENT HISTORY

In Table X-1, list in chronological order (most recent first) any natural hazard event that has caused damage to your jurisdiction since 1975. Include the date of the event and the estimated dollar amount of damage it caused. Please refer to the summary of natural hazard events within risk assessment of the overall hazard mitigation plan. Potential sources of damage information include:

- Preliminary damage estimates your jurisdiction filed with the county or state
- Insurance claims data

- Newspaper archives
- Other plans/documents that deal with emergency management (safety element of a comprehensive plan, emergency response plan, etc.)
- Citizen input.

HAZARD RISK RANKING

The risk ranking performed for the overall planning area is presented in the risk assessment section of the overall hazard mitigation plan. However, each jurisdiction has differing degrees of risk exposure and vulnerability and therefore needs to rank risk for its own area, using the same methodology as used for the overall planning area. The risk-ranking exercise assesses two variables for each hazard: its probability of occurrence; and its potential impact on people, property and operations. A detailed discussion of the concepts associated with risk ranking is provided in the overall hazard mitigation plan. The instructions below outline steps for assessing risk in your jurisdiction to develop results that are to be included in the template.

Determine Probability of Occurrence for Each Hazard

A probability factor is assigned based on how often a hazard is likely to occur. In Table 1, list the probability of occurrence for each hazard as it pertains to your jurisdiction, along with its probability factor, as follows:

- High—Hazard event is likely to occur within 25 years (Probability Factor = 3)
- Medium—Hazard event is likely to occur within 100 years (Probability Factor = 2)
- Low—Hazard event is not likely to occur within 100 years (Probability Factor = 1)
- None—If there is no exposure to a hazard, there is no probability of occurrence (Probability Factor = 0)

TABLE 1. HAZARD PROBABILITY OF OCCURRENCE		
Hazard Type	Probability	Probability Factor

The probability of occurrence of a hazard event is generally based on past hazard events in an area. For example, if your jurisdiction has experienced two damaging floods in the last 25 years, the probability of occurrence is high for flooding and scores a 3 under this category. If your jurisdiction has experienced no damage from landslides in the last 100 years, your probability of occurrence for landslide is low, and scores a 1 under this category.

Determine Potential Impacts of Each Hazard

The impact of each hazard was divided into three categories: impacts on people, impacts on property, and impacts on your jurisdiction's operations. These categories were also assigned weighted values. Impact on people was assigned a weighting factor of 3, impact on property was assigned a weighting factor of 2 and impact on operations was assigned a weighting factor of 1. Steps to assess each type of impact are described below.

Impacts on People

To assess impacts on people, values are assigned based on the percentage of the total **population exposed** to the hazard event. The degree of impact on individuals will vary and is not measurable, so the calculation assumes for simplicity and consistency that all people exposed to a hazard because they live in a hazard zone will be equally impacted when a hazard event occurs. In Table 2, list the potential impact of each hazard on people in your jurisdiction, along with its impact factor, as follows:

- High Impact—50% or more of the population is exposed to a hazard (Impact Factor = 3)
- Medium Impact—25% to 49% of the population is exposed to a hazard (Impact Factor = 2)
- Low Impact—25% or less of the population is exposed to the hazard (Impact Factor = 1)
- No impact—None of the population is exposed to a hazard (Impact Factor = 0)

TABLE 2. HAZARD IMPACT ON PEOPLE			
Hazard Type	Impact	Impact Factor	Weighted Impact Factor (Unweighted Factor x 3)

Impacts on Property

To assess impacts on property, values are assigned based on the percentage of the total **value of buildings, equipment and infrastructure that is exposed** to the hazard event. In Table 3, enter the cost estimates for potential damage to the jurisdiction's exposed buildings, equipment and infrastructure, taken from the "Summary of Loss" matrix provided with these instructions.

TABLE 3. COST ESTIMATES FOR POTENTIAL DAMAGE TO STRUCTURES	
Hazard type	Estimate of Potential Dollar Losses to Jurisdiction- Owned Facilities Exposed to the Hazard

In Table 4, list the potential impact of each hazard on property in your jurisdiction, along with its impact factor. Determine impact based on damage estimates from Table 3, as follows:

- High Impact—50% or more of the total assessed property value of facilities, equipment and infrastructure is exposed to a hazard (Impact Factor = 3)
- Medium Impact—25% to 49% of the total assessed property value of facilities, equipment and infrastructure is exposed to a hazard (Impact Factor = 2)
- Low Impact—24% or less of the total assessed property value of facilities, equipment and infrastructure is exposed to the hazard (Impact Factor = 1)
- No impact—None of the total assessed property value of facilities, equipment and infrastructure is exposed to a hazard (Impact Factor = 0)

TABLE 4. HAZARD IMPACT ON PROPERTY			
Hazard Type	Impact	Impact Factor	Weighted Impact Factor (Unweighted Factor x 2)

Impacts on the Jurisdiction's Operations

Impact on operations is assessed based on estimates of **how long it will take your jurisdiction to become 100-percent operable** after a hazard event. The estimated functional downtime for critical facilities has been estimated for most hazards within the planning area. In Table 5, list the potential impact of each hazard on the operations of your jurisdiction, along with its impact factor, as follows:

- High = functional downtime of 365 days or more (Impact Factor = 3)
- Medium = Functional downtime of 180 to 364 days (Impact Factor = 2)
- Low = Functional downtime of 180 days or less (Impact Factor = 1)
- No Impact = No functional downtime is estimated from the hazard (Impact Factor = 0)

TABLE 5. HAZARD IMPACT ON OPERATIONS			
Hazard Type	Impact	Impact Factor	Weighted Impact Factor (Unweighted Factor x 1)

You will need to consult the risk assessment for this task. The critical facilities exposed to each hazard have been identified, and the impacts on operability have been estimated for most of the hazards within the planning area. If the functional downtime component has not been provided for a hazard in the risk assessment, consider the impact on operability of that hazard to be low.

Determine Risk Rating for Each Hazard

A risk rating for each hazard is determined by multiplying the assigned probability factor by the sum of the weighted impact factors for people, property and operations:

- Risk Rating = Probability Factor x Weighted Impact Factor {people + property + operations}

Using the results developed in Tables 1, 2, 4 and 5, complete Table 6 to calculate a risk rating for each hazard of concern.

TABLE 6. HAZARD RISK RATING			
Hazard Type	Probability Factor (P)	Sum of Weighted Impact Factors on People, Property & Operations (I)	Risk Rating (P x I)

Complete Risk Ranking in Template

Once Table 6 has been completed above, complete Table X-2 in your template. The hazard with the highest risk rating in Table 6 should be listed at the top of Table X-2 and given a rank of 1; the hazard with the second highest rating should be listed second with a rank of 2; and so on. Two hazards with equal risk ratings should be given the same rank.

It is important to note that this exercise should not override your subjective assessment of relative risk based on your knowledge of the history of natural hazard events in your jurisdiction. If this risk ranking exercise generates results other than what you know based on substantiated data and documentation, you may alter the ranking based on this knowledge. If this is the case, please note this fact in the comments at the end of the template. Remember, one of the purposes of this exercise is to support the selection and prioritization of initiatives in your plan. If you identify an initiative with a high priority that mitigates the risk of a hazard you have ranked low, that project will not be competitive in the grant arena.

APPLICABLE REGULATIONS AND PLAN

List any federal, state, local or district laws, ordinances, codes and policies that govern your jurisdiction that include elements addressing hazard mitigation. Describe how these laws may support or conflict with the mitigation strategies of this plan. List any other plans, studies or other documents that address hazard mitigation issues for your jurisdiction. Note whether the documents could have a positive or a negative impact on the mitigation strategies of this plan. “None applicable” is a possible answer for this section.

CLASSIFICATION IN HAZARD MITIGATION PROGRAMS

Complete Table X-3 to indicate your jurisdiction’s participation in various national programs related to natural hazard mitigation. For each program enter “Yes” or “No” in the second column to indicate whether your jurisdiction participates. If yes, then enter the classification that your jurisdiction has earned under the program in the third column and the date on which that classification was issued in the fourth column; enter “N/A” in these columns if your jurisdiction is not participating.

HAZARD MITIGATION ACTION PLAN

Action Plan Matrix

Identify the initiatives your jurisdiction would like to pursue with this plan. Refer to the mitigation catalog for mitigation options you might want to consider. Be sure to consider the following factors in your selection of initiatives:

- Select initiatives that are consistent with the overall goals, objectives and guiding principles of the hazard mitigation plan.
- Identify projects where benefits exceed costs.
- Include any project that your jurisdiction has committed to pursuing regardless of grant eligibility.
- Know what is and is not grant-eligible under the HMGP and PDM (see fact sheet provided). Listing HMGP or PDM as a potential funding source for an ineligible project will be a red flag when this plan goes through review. If you have projects that are not HMGP or PDM grant eligible, but do mitigate part or all of the hazard and may be eligible for other grant programs sponsored by other agencies, include them in this section.
- Although you should identify at least one initiative for your highest ranked risk, a hazard-specific project is not required for every hazard. If you have not identified an earthquake related project, and an earthquake occurs that causes damage in your jurisdiction, you are not discounted from HMGP project grant eligibility.

Complete Table X-4 for all the initiatives you have identified:

- Enter the initiative number and description.
- Indicate whether the initiative mitigates hazards for new or existing assets.
- Identify the specific hazards the initiative will mitigate.
- Identify by number the mitigation plan objectives that the initiative addresses. These have been provided in the Steering Committee meeting minutes that were forwarded to you in the past.
- Indicate who will be the lead in administering the project. This will most likely be your governing body.
- Identify funding sources for the project. If it is a grant, include the funding sources for the cost share.
- Indicate the time line as “short term” (1 to 5 years) or “long term” (5 years or greater).

Wording Your Initiative Descriptions:

Descriptions of your initiatives need not provide great detail. That will come when you apply for a project grant. Provide enough information to identify the project's scope and impact. The following are typical descriptions for an action plan initiative:

- **Initiative 1**—Address Repetitive Loss properties. Through targeted mitigation, acquire, relocate or retrofit the five repetitive loss structures in the County as funding opportunities become available.
- **Initiative 2**—Perform a non-structural, seismic retrofit of City Hall.
- **Initiative 3**—Acquire floodplain property in the Smith subdivision.
- **Initiative 4**—Enhance the County flood warning capability by joining the NOAA "Storm Ready" program.

Technical assistance will be available to your jurisdiction in completing this section during the technical assistance visit.

Prioritization of Mitigation Initiatives

Complete the information in Table X-5 as follows:

- Initiative #—Indicate the initiative number from Table X-4.
- # of Objectives Met—Enter the number of objectives the initiative will meet.
- Benefits—Enter “High,” “Medium” or “Low” as follows:
 - High: Project will have an immediate impact on the reduction of risk exposure to life and property.
 - Medium: Project will have a long-term impact on the reduction of risk exposure to life and property, or project will provide an immediate reduction in the risk exposure to property.
 - Low: Long-term benefits of the project are difficult to quantify in the short term.
- Costs—Enter “High,” “Medium” or “Low” as follows:
 - High: Would require an increase in revenue via an alternative source (i.e., bonds, grants, fee increases) to implement. Existing funding levels are not adequate to cover the costs of the proposed project.
 - Medium: Could budget for under existing work-plan, but would require a reapportionment of the budget or a budget amendment, or the cost of the project would have to be spread over multiple years.
 - Low: Possible to fund under existing budget. Project is part of, or can be part of an existing ongoing program.

If you know the estimated cost of a project because it is part of an existing, ongoing program, indicate the amount.

- Do Benefits Exceed the Cost?—Enter “Yes” or “No.” This is a qualitative assessment. Enter “Yes” if the benefit rating (high, medium or low) is the same as or higher than the cost rating (high benefit/high cost; high benefit/medium cost; medium benefit/low cost; etc.). Enter “No” if the benefit rating is lower than the cost rating (medium benefit/high cost, low benefit/medium cost; etc.)
- Is the Project Grant-Eligible?—Enter “Yes” or “No.” Refer to the fact sheet on HMGP and PDM.
- Can Project Be Funded Under Existing Program Budgets?—Enter “Yes” or “No.” In other words, is this initiative currently budgeted for, or would it require a new budget authorization or funding from another source such as grants?
- Priority—Enter “High,” “Medium” or “Low” as follows:
 - High: Project meets multiple plan objectives, benefits exceed cost, funding is secured under existing programs, or is grant eligible, and project can be completed in 1 to 5 years (i.e., short term project) once funded.
 - Medium: Project meets at least 1 plan objective, benefits exceed costs, requires special funding authorization under existing programs, grant eligibility is questionable, and project can be completed in 1 to 5 years once funded.
 - Low: Project will mitigate the risk of a hazard, benefits exceed costs, funding has not been secured, project is not grant eligible, and time line for completion is long term (5 to 10 years).

This prioritization is a simple review to determine that the initiatives you have identified meet one of the primary objectives of the Disaster Mitigation Act. It is not the detailed benefit/cost analysis required for

HMGP/PDM project grants. The prioritization will identify any projects whose probable benefits will not exceed the probable costs.

Analysis of Mitigation Actions

Complete Table X-6 summarizing the mitigation actions by hazard of concern and the following six mitigation types:

- **Prevention**—Government, administrative or regulatory actions that influence the way land and buildings are developed to reduce hazard losses. Includes planning and zoning, floodplain laws, capital improvement programs, open space preservation, and stormwater management regulations.
- **Property Protection**—Modification of buildings or structures to protect them from a hazard or removal of structures from a hazard area. Includes acquisition, elevation, relocation, structural retrofit, storm shutters, and shatter-resistant glass.
- **Public Education and Awareness**—Actions to inform citizens and elected officials about hazards and ways to mitigate them. Includes outreach projects, real estate disclosure, hazard information centers, and school-age and adult education.
- **Natural Resource Protection**—Actions that minimize hazard loss and preserve or restore the functions of natural systems. Includes sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation.
- **Emergency Services**—Actions that protect people and property during and immediately after a hazard event. Includes warning systems, emergency response services, and the protection of essential facilities.
- **Structural Projects**—Actions that involve the construction of structures to reduce the impact of a hazard. Includes dams, setback levees, floodwalls, retaining walls, and safe rooms.

This exercise demonstrates that the jurisdiction has selected a comprehensive range of actions.

FUTURE NEEDS TO BETTER UNDERSTAND RISK/VULNERABILITY

In this section, identify any future studies, analyses, reports, or surveys your jurisdiction needs to better understand its vulnerability to identified or currently unidentified risks. These could be needs based on federal or state agency mandates such as EPA's Bio-terrorism assessment requirement for water districts.

ADDITIONAL COMMENTS

Use this section to add any additional information pertinent to hazard mitigation and your jurisdiction not covered in this template.

CHAPTER X.

[INSERT JURISDICTION NAME] ANNEX

X.1 HAZARD MITIGATION PLAN POINT OF CONTACT

Primary Point of Contact

[Name, Title]
[Street Address]
[City, State ZIP]
Telephone: [Phone #]
e-mail Address: [email address]

Alternate Point of Contact

[Name, Title]
[Street Address]
[City, State ZIP]
Telephone: [Phone #]
e-mail Address: [email address]

X.2 JURISDICTION PROFILE

[Insert Narrative Profile Information, per Instructions]

The following is a summary of key information about the jurisdiction:

- **Population Served**—[Insert Population] as of [Insert Date of Population Count]
- **Land Area Served**—[Insert Area]
- **Value of Area Served**—The estimated value of the area served by the jurisdiction is [Insert Total Value]
- **Land Area Owned**—[Insert Area]
- **List of Critical Infrastructure/Equipment Owned by the Jurisdiction:**
 - [Insert Description of Item] [Insert Value of Item]
 - [Insert Description of Item] [Insert Value of Item]
 - [Insert Description of Item] [Insert Value of Item]
 - [Insert Description of Item] [Insert Value of Item]
- **Total Value of Critical Infrastructure/Equipment**—The total value of critical infrastructure and equipment owned by the jurisdiction is [Insert Total Value]
- **List of Critical Facilities Owned by the Jurisdiction:**
 - [Insert Description of Item] [Insert Value of Item]
 - [Insert Description of Item] [Insert Value of Item]
 - [Insert Description of Item] [Insert Value of Item]
 - [Insert Description of Item] [Insert Value of Item]
- **Total Value of Critical Facilities**—The total value of critical facilities owned by the jurisdiction is [Insert Total Value]
- **Current and Anticipated Service Trends**—[Insert Summary Description of Service Trends]

The jurisdiction's boundaries are shown on Figure [Insert # of Figure Showing Jurisdiction Boundaries]

X.3 JURISDICTION-SPECIFIC NATURAL HAZARD EVENT HISTORY

Table X-1 lists all past occurrences of natural hazards within the jurisdiction.

X.4 HAZARD RISK RANKING

Table X-2 presents the ranking of the hazards of concern.

X.5 APPLICABLE REGULATIONS AND PLANS

The following existing codes, ordinances, policies or plans are applicable to this hazard mitigation plan:

- [Insert Name of Code, Ordinance, Policy or Plan]
- [Insert Name of Code, Ordinance, Policy or Plan]
- [Insert Name of Code, Ordinance, Policy or Plan]
- [Insert Name of Code, Ordinance, Policy or Plan]
- [Insert Name of Code, Ordinance, Policy or Plan]
- [Insert Name of Code, Ordinance, Policy or Plan]

X.6 CLASSIFICATION IN HAZARD MITIGATION PROGRAMS

The jurisdiction's classifications under various hazard mitigation programs are presented in Table X-3.

X.7 HAZARD MITIGATION ACTION PLAN AND EVALUATION OF RECOMMENDED INITIATIVES

Table X-4 lists the initiatives that make up the jurisdiction's hazard mitigation plan. Table X-5 identifies the priority for each initiative. Table X-6 summarizes the mitigation initiatives by hazard of concern and the six mitigation types.

X.8 FUTURE NEEDS TO BETTER UNDERSTAND RISK/VULNERABILITY

[Insert text, if any]

X.9 ADDITIONAL COMMENTS

[Insert text, if any]

TABLE X-1. NATURAL HAZARD EVENTS

[illegible]

TABLE X-2. HAZARD RISK RANKING	
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Rank	Hazard Type	Risk Rating Score (Probability x Impact)
1		
2		
3		
4		
5		
6		
7		
8		
9		

TABLE X-3. COMMUNITY CLASSIFICATIONS			
	Participating?	Classification	Date Classified
Public Protection			
Storm Ready			
Firewise			
Tsunami Ready			

TABLE X-4. HAZARD MITIGATION ACTION PLAN MATRIX						
Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline
Initiative #—Description						
Initiative #—Description						
Initiative #—Description						
Initiative #—Description						
Initiative #—Description						
Initiative #—Description						
Initiative #—Description						
Initiative #—Description						

TABLE X-5. MITIGATION STRATEGY PRIORITY SCHEDULE	
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[illegible]

a. Explanation of priorities

- High Priority: Project meets multiple plan objectives, benefits exceed cost, funding is secured under existing programs, or is grant eligible, and project can be completed in 1 to 5 years (i.e., short term project) once funded.
- Medium Priority: Project meets at least 1 plan objective, benefits exceed costs, requires special funding authorization under existing programs, grant eligibility is questionable, and project can be completed in 1 to 5 years once funded.
- Low Priority: Project will mitigate the risk of a hazard, benefits exceed costs, funding has not been secured, project is not grant eligible, and time line for completion is long term (5 to 10 years).

**TABLE X-6.
ANALYSIS OF MITIGATION INITIATIVES**

Hazard Type	Initiative Addressing Hazard, by Mitigation Type					
	1. Prevention	2. Property Protection	3. Public Education and Awareness	4. Natural Resource Protection	5. Emergency Services	6. Structural Projects

Notes:

1. Prevention: Government, administrative or regulatory actions that influence the way land and buildings are developed to reduce hazard losses. Includes planning and zoning, floodplain laws, capital improvement programs, open space preservation, and stormwater management regulations.
2. Property Protection: Modification of buildings or structures to protect them from a hazard or removal of structures from a hazard area. Includes acquisition, elevation, relocation, structural retrofit, storm shutters, and shatter-resistant glass.
3. Public Education and Awareness: Actions to inform citizens and elected officials about hazards and ways to mitigate them. Includes outreach projects, real estate disclosure, hazard information centers, and school-age and adult education.
4. Natural Resource Protection: Actions that minimize hazard loss and preserve or restore the functions of natural systems. Includes sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation.
5. Emergency Services: Actions that protect people and property during and immediately after a hazard event. Includes warning systems, emergency response services, and the protection of essential facilities.
6. Structural Projects: Actions that involve the construction of structures to reduce the impact of a hazard. Includes dams, setback levees, floodwalls, retaining walls, and safe rooms.

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Hazard Mitigation Plan
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APPENDIX F.
STRATEGY LIST FROM ASSOCIATION OF BAY AREA
GOVERNMENTS LOCAL HAZARD MITIGATION PLAN

May 2011

APPENDIX F.

STRATEGY LIST FROM ASSOCIATION OF BAY AREA GOVERNMENTS LOCAL HAZARD MITIGATION PLAN

Number	Specific Mitigation Strategy
Infrastructure: Multi-Hazard	
INFR-a-1	Assess the vulnerability of critical facilities designated by lifeline operators to damage in natural disasters or security threats, including facilities owned outside of the Bay Area that can impact service delivery within the region. Note - Lifeline agencies, departments, and districts are those that operate transportation and utility facilities and networks.
INFR-a-2	Comply with State of California and federal requirements to assess the vulnerability of dams to damage from earthquakes, seiches, landslides, liquefaction, or security threats.
INFR-a-3	Encourage the cooperation of utility system providers and cities, counties, and other special districts to develop strong and effective mitigation strategies for infrastructure systems and facilities.
INFR-a-4	Retrofit or replace critical lifeline facilities and/or their backup facilities that are shown to be vulnerable to damage in natural disasters.
INFR-a-5	Support and encourage efforts of other (lifeline) agencies as they plan for and arrange financing for seismic retrofits and other disaster mitigation strategies. (For example, a city might pass a resolution in support of a transit agency's retrofit program.)
INFR-a-6	Plan for speeding the repair and functional restoration of lifeline systems through stockpiling of shoring materials, temporary pumps, surface pipelines, portable hydrants, and other supplies, such as those available through the Water Agency Response Network (WARN).
INFR-a-7	Engage in, support, and/or encourage research by others on measures to further strengthen transportation, water, sewer, and power systems so that they are less vulnerable to damage in disasters.
INFR-a-8	Pre-position emergency power generation capacity (or have rental/lease agreements for these generators) in critical buildings of cities, counties, and special districts to maintain continuity of government and services.
INFR-a-9	Have back-up emergency power available for critical intersection traffic lights.
INFR-a-10	Develop unused or new pedestrian rights-of-way as walkways to serve as additional evacuation routes (such as fire roads in park lands).
INFR-a-11	Coordinate with PG&E and others to investigate ways of minimizing the likelihood that power interruptions will adversely impact vulnerable communities, such as the disabled and the elderly.
INFR-a-12	Encourage replacing aboveground electric and phone wires and other structures with underground facilities, and use the planning-approval process to ensure that all new phone and electrical utility lines are installed underground.
INFR-a-13	Coordinate with the State Division of Safety of Dams to ensure an adequate timeline for the maintenance and inspection of dams, as required of dam owners by State law.
INFR-a-14	Encourage communication between State OES, FEMA, and utilities related to emergencies occurring outside of the Bay Area that can affect service delivery in the region.
INFR-a-15	Ensure that transit operators, private ambulance companies, cities, and/or counties have mechanisms in place for medical transport during and after disasters that take into consideration the potential for reduced capabilities of roads following these same disasters.

Number	Specific Mitigation Strategy
INFR-a-16	Effectively utilize the Transportation Management Center (TMC), the staffing of which is provided by Caltrans, the CHP and MTC. The TMC is designed to maximize safety and efficiency throughout the highway system. It includes the Emergency Resource Center (ERC) which was created specifically for primary planning and procedural disaster management.

Infrastructure: Earthquakes

INFR-b-1	Expedite the funding and retrofit of seismically-deficient city- and county-owned bridges and road structures by working with Caltrans and other appropriate governmental agencies.
INFR-b-2	Establish a higher priority for funding seismic retrofit of existing transportation and infrastructure systems (such as BART) than for expansion of those systems.
INFR-b-3	Include "areas subject to high ground shaking, earthquake-induced ground failure, and surface fault rupture" in the list of criteria used for determining a replacement schedule for pipelines (along with importance, age, type of construction material, size, condition, and maintenance or repair history).
INFR-b-4	Install specially-engineered pipelines in areas subject to faulting, liquefaction, earthquake-induced landsliding, or other earthquake hazard.
INFR-b-5	Replace or retrofit water-retention structures that are determined to be structurally deficient.
INFR-b-6	Install portable facilities (such as hoses, pumps, emergency generators, or other equipment) to allow pipelines to bypass failure zones such as fault rupture areas, areas of liquefaction, and other ground failure areas (using a priority scheme if funds are not available for installation at all needed locations).
INFR-b-7	Install earthquake-resistant connections when pipes enter and exit bridges.
INFR-b-8	Comply with all applicable building and fire codes, as well as other regulations (such as state requirements for fault, landslide, and liquefaction investigations in particular mapped areas) when constructing or significantly remodeling infrastructure facilities.
INFR-b-9	Clarify to workers in critical facilities and emergency personnel, as well as to elected officials and the public, the extent to which the facilities are expected to perform only at a life safety level (allowing for the safe evacuation of personnel) or are expected to remain functional following an earthquake.
INFR-b-10	Examine the feasibility of developing a water-borne transportation "system" -- comprised mainly of relatively inexpensive barges -- across the Bay for use in the event of major earthquakes. Implementation of such a system could prove extremely useful in the event of structural failure of either the road-bridge systems or BART and might serve as an adjunct to existing transportation system elements in the movement of large numbers of people and/or goods.

Infrastructure: Wildfire

INFR-c-1	Ensure a reliable source of water for fire suppression (meeting acceptable standards for minimum volume and duration of flow) for existing and new development.
INFR-c-2	Develop a coordinated approach between fire jurisdictions and water supply agencies to identify needed improvements to the water distribution system, initially focusing on areas of highest wildfire hazard.
INFR-c-3	Develop a defensible space vegetation program that includes the clearing or thinning of (a) non-fire resistive vegetation within 30 feet of access and evacuation roads and routes to critical facilities, or (b) all non-native species (such as eucalyptus and pine, but not necessarily oaks) within 30 feet of access and evacuation roads and routes to critical facilities.
INFR-c-4	Ensure all dead-end segments of public roads in high hazard areas have at least a "T" intersection turn-around sufficient for typical wildland fire equipment.
INFR-c-5	Enforce minimum road width of 20 feet with an additional 10-foot clearance on each shoulder on all driveways and road segments greater than 50 feet in length in wildfire hazard areas.

Number	Specific Mitigation Strategy
INFR-c-6	Require that development in high fire hazard areas provide adequate access roads (with width and vertical clearance that meet the minimum standards of the <i>Fire Code</i> or relevant local ordinance), onsite fire protection systems, evacuation signage, and fire breaks.
INFR-c-7	Ensure adequate fire equipment road or fire road access to developed and open space areas.
INFR-c-8	Maintain fire roads and/or public right-of-way roads and keep them passable at all times.
<u>Infrastructure: Flooding</u>	
INFR-d-1	Conduct a watershed analysis of runoff and drainage systems to predict areas of insufficient capacity in the storm drain and natural creek system.
INFR-d-2	Develop procedures for performing a watershed analysis to look at the impact of development on flooding potential downstream, including communities outside of the jurisdiction of proposed projects.
INFR-d-3	Conduct a watershed analysis at least once every three years.
INFR-d-4	Assist, support, and/or encourage the U.S. Army Corp of Engineers, various Flood Control and Water Conservation Districts, and other responsible agencies to locate and maintain funding for the development of flood control projects that have high cost-benefit ratios (such as through the writing of letters of support and/or passing resolutions in support of these efforts).
INFR-d-5	Pursue funding for the design and construction of storm drainage projects to protect vulnerable properties, including property acquisitions, upstream storage such as detention basins, and channel widening with the associated right-of-way acquisitions, relocations, and environmental mitigations.
INFR-d-6	Continue to repair and make structural improvements to storm drains, pipelines, and/or channels to enable them to perform to their design capacity in handling water flows as part of regular maintenance activities.
INFR-d-7	Continue maintenance efforts to keep storm drains and creeks free of obstructions, while retaining vegetation in the channel (as appropriate), to allow for the free flow of water.
INFR-d-8	Enforce provisions under creek protection, stormwater management, and discharge control ordinances designed to keep watercourses free of obstructions and to protect drainage facilities to confirm with the Regional Water Quality Control Board's Best Management Practices.
INFR-d-9	Develop an approach and locations for various watercourse bank protection strategies, including for example, (1) an assessment of banks to inventory areas that appear prone to failure, (2) bank stabilization, including installation of rip rap, (3) stream bed depth management using dredging, and (4) removal of out-of-date coffer dams in rivers and tributary streams.
INFR-d-10	Use reservoir sediment removal as one way to increase storage for both flood control and water supply.
INFR-d-11	Elevate critical bridges affected by flooding to increase stream flow and maintain critical access and egress routes.
INFR-d-12	Provide a mechanism to expedite the repair or replacement of levees that are vulnerable to collapse from earthquake-induced shaking or liquefaction, rodents, and other concerns, particularly those protecting critical infrastructure.
INFR-d-13	Ensure that utility systems in new developments are constructed in ways that reduce or eliminate flood damage.
INFR-d-14	Determine whether or not wastewater treatment plants are protected from floods, and if not, investigate the use of flood-control berms to not only protect from stream or river flooding, but also increasing plant security.
INFR-d-15	Work cooperatively with water agencies, flood control districts, Caltrans, and local transportation agencies to determine appropriate performance criteria for watershed analysis.

Number	Specific Mitigation Strategy
INFR-d-16	Work for better cooperation among the patchwork of agencies managing flood control issues.
INFR-d-17	Work cooperatively with upstream communities to monitor creek and watercourse flows to predict potential for flooding downstream.

Infrastructure: Landslides

INFR-e-1	Include "areas subject to ground failure" in the list of criteria used for determining a replacement schedule (along with importance, age, type of construction material, size, condition, and maintenance or repair history) for pipelines.
INFR-e-2	Establish requirements in zoning ordinances to address hillside development constraints in areas of steep slopes that are likely to lead to excessive road maintenance or where roads will be difficult to maintain during winter storms due to landsliding.

Infrastructure: Building Reoccupancy

INFR-f-1	Ensure that critical buildings owned or leased by special districts or private utility companies participate in a program similar to San Francisco's Building Occupancy Resumption Program (BORP). The BORP program permits owners of buildings to hire qualified structural engineers[1] to create facility-specific post-disaster inspection plans and allows these engineers to become automatically deputized as City/County inspectors for these buildings in the event of an earthquake or other disaster. This program allows rapid reoccupancy of the buildings. Note - A qualified structural engineer is a California licensed structural engineer with relevant experience.
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Infrastructure: Public Education

INFR-g-1	Provide materials to the public related to planning for power outages.
INFR-g-2	Provide materials to the public related to family and personal planning for delays due to traffic or road closures.
INFR-g-3	Provide materials to the public related to coping with reductions in water supply or contamination of that supply.
INFR-g-4	Provide materials to the public related to coping with disrupted storm drains, sewage lines, and wastewater treatment.
INFR-g-5	Facilitate and/or coordinate the distribution of materials that are prepared by others, such as by placing materials in city or utility newsletters, or on community access channels, as appropriate.

Health: Hospitals and Other Critical Health Care Facilities

HEAL-a-1	Work with critical health care facilities operators to ensure that critical facilities are structurally sound and have nonstructural systems designed to remain functional following disasters (as required for acute-care hospitals for earthquakes by State law).
HEAL-a-2	Encourage hospitals to work with the California Office of Statewide Health Planning and Development (OSHPD) to formalize arrangements with structural engineers to report to the hospital, assess damage, and determine if the buildings can be reoccupied. The program should be similar to San Francisco's Building Occupancy Resumption Program (BORP) that permits owners of buildings to hire qualified structural engineers to create building-specific post-disaster inspection plans and allows these engineers to become automatically deputized as inspectors for these buildings in the event of an earthquake or other disaster. OSHPD, rather than city/county building departments, has the authority and responsibility for the structural integrity of hospital structures.
HEAL-a-3	Ensure health care facilities are adequately prepared to care for victims with respiratory problems related to smoke and/or particulate matter inhalation.
HEAL-a-4	Ensure these health care facilities have the capacity to shut off outside air and be self-contained.
HEAL-a-5	Ensure that hospitals and other major health care facilities have auxiliary water and power sources.

Number	Specific Mitigation Strategy
HEAL-a-6	Work with health care facilities to institute isolation capacity should a need for them arise following a communicable disease epidemic.
HEAL-a-7	Develop printed materials, utilize existing materials (such as developed by FEMA and the American Red Cross), conduct workshops, and/or provide outreach encouraging employees of these critical health care facilities to have family disaster plans and conduct mitigation activities in their own homes.

Health: Ancillary Health-Related Facilities

HEAL-b-1	Work with State of California licensing agencies to identify these ancillary facilities in your community.
HEAL-b-2	Encourage these facility operators to develop disaster mitigation plans.
HEAL-b-3	Encourage these facility operators to create, maintain, and/or continue partnerships with local governments to develop response and recovery plans.

Health: Interface with National and State Health Care Initiatives

HEAL-c-1	Designate locations for the distribution of antibiotics to large numbers of people should the need arise, as required to be included in each county's Strategic National Stockpile Plan.
HEAL-c-2	Ensure that you know the Metropolitan Medical Response System (MMRS) cities in your area. For example, Oakland and Fremont are the MMRS cities in Alameda County. MMRS cities are those cities that are provided with additional federal funds for organizing, equipping, and training groups of local fire, rescue, medical, and other emergency management personnel.
HEAL-c-3	Know if any National Disaster Medical System (NDMS) uniformed or non-uniformed personnel are within one-to-four hours of your community. These federal resources include veterinary, mortuary, and medical personnel.
HEAL-c-4	Plan to utilize the State of California Department of Health Services laboratory in Richmond for confirmation of biological agencies and Department of Defense laboratories in Berkeley (Lawrence Berkeley National Laboratory) or Livermore (Lawrence Livermore National Laboratory and Sandia) for confirmation of radiological agents.

Health: Environmental Health

HEAL-d-1	Create discussion forums for food and health personnel, including, for example, medical professionals, veterinarians, and plant pathologists, to develop safety, security, and response strategies for food supply contamination.
HEAL-d-2	Train appropriate personnel to understand that the Metropolitan Medical Response System (MMRS) cities in your area. For example, Oakland and Fremont are the MMRS cities in Alameda County. MMRS cities are those cities that are provided with additional federal funds for organizing, equipping, and training groups of local fire, rescue, medical, and other emergency management personnel.
HEAL-d-3	Train appropriate personnel to know if any National Disaster Medical System (NDMS) uniformed or non-uniformed personnel are within one-to-four hours of your community. These federal resources include veterinary, mortuary, and medical personnel.
HEAL-d-4	Train appropriate personnel to know to utilize the State of California Department of Health Services laboratory in Richmond for confirmation of biological agents and Department of Defense laboratories in Berkeley (Lawrence Berkeley National Laboratory) or Livermore (Lawrence Livermore National Laboratory and Sandia) for confirmation of radiological agents.

Housing: Multi-Hazard

HSNG-a-1	Be aware of past problems of inadequate hazard disclosure and work with real estate agents to improve enforcement of real estate disclosure requirements for those hazards covered by this plan, for example, by making those agents and the disclosure firms aware of the hazard maps incorporated in this plan and available on the ABAG web site at http://quake.abag.ca.gov/mitigation/ , as well as locally developed maps.
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Number	Specific Mitigation Strategy
HSNG-a-2	Create incentives for owners of historic or architecturally significant residential buildings to undertake mitigation to levels that will minimize the likelihood that these buildings will need to be demolished after a disaster, particularly if those alterations conform to the federal Secretary of the Interior's <i>Guidelines for Rehabilitation</i> .

Housing: Single-Family Homes Vulnerable to Earthquakes

HSNG-b-1	Utilize or recommend adoption of a retrofit standard that includes standard plan sets and construction details for voluntary bolting of homes to their foundations and bracing of outside walls of crawl spaces (cripple walls), such as that being developed by a committee representing the East Bay-Peninsula-Monterey Chapters of the International Code Council (ICC), California Building Officials (CALBO), the Structural Engineers Association of Northern California (SEAONC), the Northern California Chapter of the Earthquake Engineering Research Institute (EERI-NC), and ABAG's Earthquake Program.
HSNG-b-2	Require engineered plan sets for retrofitting of heavy two-story homes with living areas over garages, as well as for split level homes, until standard plan sets and construction details become available.
HSNG-b-3	Require engineered plan sets for retrofitting of homes on steep hillsides.
HSNG-b-4	Encourage local government building inspectors to take classes on a periodic basis (such as the FEMA-developed training classes offered by ABAG) on retrofitting of single-family homes.
HSNG-b-5	Encourage private retrofit contractors and home inspectors doing work in your area to take retrofit classes on a periodic basis (such as the FEMA-developed training classes offered by ABAG) on retrofitting of single-family homes.
HSNG-b-6	Conduct demonstration projects on common existing housing types demonstrating structural and nonstructural mitigation techniques as community models for earthquake mitigation.
HSNG-b-7	Provide retrofit classes or workshops for homeowners.
HSNG-b-8	Establish tool-lending libraries with common tools needed for retrofitting for use by homeowners with appropriate training.
HSNG-b-9	Provide financial incentives to owners of applicable homes to retrofit.

Housing: Soft-Story Multi-Family Residential Structures Vulnerable to Earthquakes

HSNG-c-1	Require engineered plan sets for voluntary or mandatory soft-story retrofits until a standard plan set and construction details become available.
HSNG-c-2	Adopt the 2003 International Existing Building Code, the 1997 UBC, or the latest applicable code standard for the design of voluntary or mandatory soft-story building retrofits.
HSNG-c-3	Work to educate condominium and apartment owners, local government staff, engineers, and contractors on soft-story retrofit procedures and incentives using materials such as those developed by ABAG (see http://quake.abag.ca.gov/fixit/) and the City of San Jose.
HSNG-c-4	Conduct an inventory of existing or suspected soft-story residential structures.
HSNG-c-5	Use the soft-story inventory to require owners to inform all existing tenants that they live in this type of building and the standard to which it may have been retrofitted, as well as require owners to inform tenants that they will live in this type of building prior to signing a lease.
HSNG-c-6	Use the soft-story inventory to require owners to inform all existing tenants that they should be prepared to live elsewhere following an earthquake if the building has not been retrofitted.
HSNG-c-7	Investigate and adopt appropriate financial, procedural, and land use incentives for owners of soft-story buildings to facilitate retrofit such as those developed by ABAG (see http://quake.abag.ca.gov/fixit/).
HSNG-c-8	Explore development of local ordinances or State regulations to require or encourage owners of soft-story structures to strengthen them.
HSNG-c-9	Provide technical assistance in seismically strengthening soft-story structures.

Number	Specific Mitigation Strategy
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Housing: Unreinforced Masonry Housing Stock

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|----------|--|
| HSNG-d-1 | Continue to actively implement existing State law that requires cities and counties to maintain lists of the addresses of unreinforced masonry buildings and inform property owners that they own this type of hazardous structure. |
| HSNG-d-2 | Accelerate retrofitting of unreinforced masonry structures that have not been retrofitted, for example, by (a) actively working with owners to obtain structural analyses of their buildings, (b) helping owners obtain retrofit funding, (c) adopting a mandatory versus voluntary, retrofit program, and/or (d) applying penalties to owners who show inadequate efforts to upgrade these buildings. |
| HSNG-d-3 | Require owners to inform all existing tenants that they live in this type of building and the standard to which it may have been retrofitted, as well as require owners to inform tenants that they will live in this type of building prior to signing a lease. |
| HSNG-d-4 | Require owners to inform all existing tenants that they should be prepared to live elsewhere following an earthquake even if the building has been retrofitted, for it has probably been retrofitted to a life-safety standard, not to a standard that will allow occupancy following major earthquakes. |

Housing: Other Privately-Owned Structurally Suspicious Residential Buildings and Earthquakes

- | | |
|----------|---|
| HSNG-e-1 | Identify and work toward tying down mobile homes used as year-round permanent residences using an appropriate cost-sharing basis (for example, 75% grant, 25% owner). |
| HSNG-e-2 | Inventory non-ductile concrete, tilt-up concrete, and other privately-owned structurally suspicious residential buildings. |
| HSNG-e-3 | Adopt the 2003 International Existing Building Code, the 1997 UBC, or the latest applicable code standard for the design of voluntary or mandatory retrofit of seismically vulnerable buildings. |
| HSNG-e-4 | Adopt one or more of the following strategies as incentives to encourage retrofitting of privately-owned structurally deficient residential buildings: (a) waivers or reductions of permit fees, (b) below-market loans, (c) local tax breaks, (d) grants to cover the cost of retrofitting or of a structural analysis, (e) land use and procedural incentives, or (f) technical assistance. |

Housing: New Construction and Earthquakes

- | | |
|----------|---|
| HSNG-f-1 | Continue to require that all new housing be constructed in compliance with structural requirements of the most recently adopted version of the <i>California Building Code</i> . |
| HSNG-f-2 | Conduct appropriate employee training and support continued education to ensure enforcement of building codes and construction standards, as well as identification of typical design inadequacies of housing and recommended improvements. |

Housing: Wildfire and Structural Fires

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|----------|---|
| HSNG-g-1 | Increase efforts to reduce hazards in existing development in high wildfire hazard areas (identified as wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat) through improving engineering design and vegetation management for mitigation, appropriate code enforcement, and public education on defensible space mitigation strategies. |
| HSNG-g-2 | Tie public education on defensible space and a comprehensive defensible space ordinance to a field program of enforcement. |
| HSNG-g-3 | Require that new homes in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat be constructed of fire-resistant building materials (including roofing and exterior walls) and incorporate fire-resistant design features (such as minimal use of eaves, internal corners, and open first floors) to increase structural survivability and reduce ignitability. Note - See Structural Fire Prevention Field Guide for Mitigation of Wildfires at http://osfm.fire.ca.gov/structural.html . |

Number	Specific Mitigation Strategy
HSNG-g-4	Develop financial incentives for homeowners to be "model" defensible space homes in neighborhoods that are wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat.
HSNG-g-5	Consider fire safety, evacuation, and emergency vehicle access when reviewing proposals to add secondary units or additional residential units in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat.
HSNG-g-6	Adopt and/or amend, as needed, updated versions of the <i>California Building and Fire Codes</i> so that optimal fire-protection standards are used in construction and renovation projects.
HSNG-g-7	Create a mechanism to enforce provisions of the <i>California Building and Fire Codes</i> and local housing codes that require the installation of smoke detectors and/or fire-extinguishing systems by making installation a condition of (a) finalizing a permit for any work on existing properties valued at over a fixed amount, such as \$500 or \$1000, and/or (b) a condition for the transfer of property if these changes are determined cost-effective strategies.
HSNG-g-8	Work to ensure a reliable source of water for fire suppression in rural-residential areas through the cooperative efforts of water districts, fire districts, and residents.
HSNG-g-9	Expand vegetation management programs in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat to more effectively manage the fuel load through roadside collection and chipping, mechanical fuel reduction equipment, selected harvesting, use of goats or other organic methods of fuel reduction, and selected use of controlled burning.
HSNG-g-10	Promote the installation of early warning fire alarm systems in homes wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat connected to fire department communication systems.
HSNG-g-11	Establish a Fire Hazard Abatement District to fund reduction in fire risk of existing properties through vegetation management that includes reduction of fuel loads, use of defensible space, and fuel breaks.
HSNG-g-12	Work with residents in rural-residential areas to ensure adequate access and evacuation in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat.
HSNG-g-13	Require fire sprinklers in new homes located more than 1.5 miles or a 5-minute response time from a fire station or in an identified high hazard wildland-urban-interface wildfire area.
HSNG-g-14	Require fire sprinklers in all new or substantially remodeled multifamily housing, regardless of distance from a fire station.
HSNG-g-15	Require sprinklers in all mixed use development to protect residential uses from fires started in non-residential areas.
HSNG-g-16	Compile a list of high-rise and high-occupancy buildings which are deemed, due to their age or construction materials, to be particularly susceptible to fire hazards, and determine an expeditious timeline for the fire-safety inspection of all such structures.
HSNG-g-17	Conduct periodic fire-safety inspections of all multi-family buildings, as required by State law.
HSNG-g-18	Ensure that fire-preventive vegetation-management techniques and practices for creek sides and high-slope areas do not contribute to the landslide and erosion hazard.
HSNG-g-19	Create a mechanism to require the bracing of water heaters and flexible couplings on gas appliances, and/or (as specified under "a. Single-family homes vulnerable to earthquakes" above) the bolting of homes to their foundations and strengthening of cripple walls to reduce fire ignitions due to earthquakes.

Number	Specific Mitigation Strategy
HSNG-g-20	Work with the State Fire Marshall, the California Seismic Safety, PEER, and other experts to identify and manage gas-related fire risks of soft-story residential or mixed use buildings that are prone to collapse and occupant entrapment consistent with the natural gas safety recommendations of Seismic Safety Commission Report SSC-02-03. Note - See http://www.seismic.ca.gov/pub/CSSC_2002-03_Natural%20Gas%20Safety.pdf . Also note - any valves that are installed may need to have both excess flow and seismic triggers (hybrid valves).

Housing: Flooding

- HSNG-h-1 To reduce flood risk, and thereby reduce the cost of flood insurance to property owners, work to qualify for the highest-feasible rating under the Community Rating System of the National Flood Insurance Program.
- HSNG-h-2 Balance the housing needs of residents against the risk from potential flood-related hazards.
- HSNG-h-3 Ensure that new development pays its fair share of improvements to the storm drainage system necessary to accommodate increased flows from the development.
- HSNG-h-4 Provide sandbags and plastic sheeting to residents in anticipation of rainstorms, and deliver those materials to the disabled and elderly upon request.
- HSNG-h-5 Provide public information on locations for obtaining sandbags and/or deliver those sandbags to those various locations throughout a city and/or county prior to and/or during the rainy season.
- HSNG-h-6 Apply floodplain management regulations for development in the floodplain and floodway.
- HSNG-h-7 Ensure that new subdivisions are designed to reduce or eliminate flood damage by requiring lots and rights-of-way are laid out for the provision of approved sewer and drainage facilities, providing on-site detention facilities whenever practicable.
- HSNG-h-8 Encourage home and apartment owners to participate in home elevation programs.
- HSNG-h-9 As funding opportunities become available, encourage home and apartment owners to participate in acquisition and relocation programs for areas within floodways.
- HSNG-h-10 Encourage owners of properties in a floodplain to consider purchasing flood insurance. For example, point out that most homeowners' insurance policies do not cover a property for flood damage.

Housing: Landslides and Erosion

- HSNG-i-1 Increase efforts to reduce landslides and erosion in existing and future development by improving appropriate code enforcement and use of applicable standards, such as those appearing in the *California Building Code*, California Geological Survey *Special Report 117 - Guidelines for Evaluating and Mitigating Seismic Hazards in California*, American Society of Civil Engineers (ASCE) report *Recommended Procedures for Implementation of DMG Special Publication 117: Guidelines for Analyzing and Mitigating Landslide Hazards in California*, and the California Board for Geologists and Geophysicists *Guidelines for Engineering Geologic Reports*. Such standards should cover excavation, fill placement, cut-fill transitions, slope stability, drainage and erosion control, slope setbacks, expansive soils, collapsible soils, environmental issues, geological and geotechnical investigations, grading plans and specifications, protection of adjacent properties, and review and permit issuance.
- HSNG-i-2 Increase efforts to reduce landslides and erosion in existing and future development through continuing education of design professionals on mitigation strategies.

Housing: Building Reoccupancy

- HSNG-j-1 Develop and enforce an ordinance for disaster-damaged structures to ensure that residential buildings are repaired in an appropriate and timely manner and retrofitted concurrently to avoid a recurrence.

Housing: Public Education

- HSNG-k-1 Provide information to residents of your community on the availability of interactive hazard maps showing your community on ABAG's web site.

Number	Specific Mitigation Strategy
HSNG-k-2	Develop printed materials, utilize existing materials (such as developed by FEMA and the American Red Cross), conduct workshops, and/or provide outreach encouraging residents to have family disaster plans that include drop-cover-hold earthquake drills, fire and storm evacuation procedures, and shelter-in-place emergency guidelines.
HSNG-k-3	Better inform residents of comprehensive mitigation activities, including elevation of appliances above expected flood levels, use of fire-resistant roofing and defensible space in high wildfire threat and wildfire-urban-interface areas, structural retrofitting techniques for older homes, and use of intelligent grading practices through workshops, publications, and media announcements and events.
HSNG-k-4	Develop a public education campaign on the cost, risk, and benefits of earthquake, flood, and other hazard insurance.
HSNG-k-5	Use disaster anniversaries, such as April (Earthquake Month and the 1906 earthquake), September (9/11), and October (Loma Prieta earthquake and Oakland Hills fire), to remind the public on safety and security mitigation activities.
HSNG-k-6	Sponsor the formation and training of Community Emergency Response Teams (CERT) training. [Note - these programs go by a variety of names in various cities and areas.]
HSNG-k-7	Include flood fighting technique session based on California Department of Water Resources training to the list of available public training classes offered by CERT.
HSNG-k-8	Institute the neighborhood watch block captain and team programs outlined in the Citizen Corps program guide.
HSNG-k-9	Assist residents in the development of defensible space through the use of, for example, "tool libraries" for weed abatement tools, roadside collection and/or chipping services (for brush, weeds, and tree branches) in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat.
HSNG-k-10	Train homeowners to locate and shut off gas valves if they smell or hear gas leaking.
HSNG-k-11	Distribute NOAA weather radios to high-risk, limited-income families living in flood hazard areas.
HSNG-k-12	Develop a program to provide at-cost NOAA weather radios to residents of flood hazard areas.
HSNG-k-13	Make use of the materials on the ABAG web site at http://quake.abag.ca.gov/fixit/ and other web sites to increase residential mitigation activities related to earthquakes. (ABAG plans to continue to improve the quality of those materials over time.)
HSNG-k-14	Develop a "Maintain-a-Drain" campaign, similar to that of the City of Oakland, encouraging businesses and residents to keep storm drains in their neighborhood free of debris.
HSNG-k-15	Encourage the formation of a community- and neighborhood-based approach to wildfire education and action through local Fire Safe Councils and the <i>Fire Wise Program</i> .
HSNG-k-16	Inform shoreline-property owners of the possible long-term economic threat posed by rising sea levels.
HSNG-k-17	Develop and distribute culturally appropriate materials related to disaster mitigation and preparedness, such as those on the http://www.preparenow.org web site.

Economy: Multi-Hazard

ECON-a-1	Be aware of past problems of inadequate hazard disclosure and work with real estate agents to improve enforcement of real estate disclosure requirements for those hazards covered by this plan, for example, by making those agents and the disclosure firms aware of the hazard maps incorporated in this plan and available on the ABAG web site at http://quake.abag.ca.gov/mitigation/ , as well as locally developed maps.
ECON-a-2	Create incentives for owners of historic or architecturally significant buildings to undertake mitigation to levels that will minimize the likelihood that these buildings will need to be demolished after a disaster, particularly if those alterations conform to the federal Secretary of the Interior's <i>Guidelines for Rehabilitation</i> .

Number	Specific Mitigation Strategy
<u>Economy: Soft-Story Commercial Buildings Vulnerable to Earthquakes</u>	
ECON-b-1	Require engineered plan sets for voluntary or mandatory soft-story retrofits until a standard plan set and construction details become available.
ECON-b-2	Adopt the 2003 International Existing Building Code, the 1997 UBC, or the latest applicable code standard for the design of voluntary or mandatory soft-story building retrofits.
ECON-b-3	Work to educate building owners, local government staff, engineers, and contractors on soft-story retrofit procedures and incentives using materials such as those developed by ABAG (see http://quake.abag.ca.gov/fixit/) and the City of San Jose.
ECON-b-4	Conduct an inventory of existing or suspected soft-story commercial and industrial structures.
ECON-b-5	Use the soft-story inventory to require owners to inform all existing tenants that they work in this type of building and the standard to which it may have been retrofitted, as well as require owners to inform tenants that they will work in this type of building prior to signing a lease.
ECON-b-6	Use the soft-story inventory to require owners to inform all existing tenants that they should be prepared to work elsewhere following an earthquake if the building has not been retrofitted.
ECON-b-7	Investigate and adopt appropriate financial, procedural, and land use incentives for owners of soft-story buildings to facilitate retrofit.
ECON-b-8	Explore development of local ordinances or State regulations to require or encourage owners of soft-story structures to strengthen them.
ECON-b-9	Provide technical assistance in seismically strengthening soft-story structures.
<u>Economy: Unreinforced Masonry Buildings in Older Downtown Areas</u>	
ECON-c-1	Continue to actively implement existing State law that requires cities and counties to maintain lists of the addresses of unreinforced masonry buildings and inform property owners that they own this type of hazardous structure.
ECON-c-2	Accelerate retrofitting of unreinforced masonry structures that have not been retrofitted, for example, by (a) actively working with owners to obtain structural analyses of their buildings, (b) helping owners obtain retrofit funding, (c) adopting a mandatory versus voluntary, retrofit program, and/or (d) applying penalties to owners who show inadequate efforts to upgrade these buildings.
ECON-c-3	Require owners to inform all existing tenants that they work in this type of building and the standard to which it may have been retrofitted, as well as require owners to inform tenants that they will work in this type of building prior to signing a lease.
ECON-c-4	Require owners to inform all existing tenants that they should be prepared to work elsewhere following an earthquake even if the building has been retrofitted, for it has probably been retrofitted to a life-safety standard, not to a standard that will allow occupancy following major earthquakes.
<u>Economy: Privately-Owned Structurally Suspicious Buildings</u>	
ECON-d-1	Inventory non-ductile concrete, tilt-up concrete, and other privately-owned structurally suspicious buildings.
ECON-d-2	Adopt the 2003 International Existing Building Code, the 1997 UBC, or the latest applicable code standard for the design of voluntary or mandatory retrofit of seismically vulnerable buildings.
ECON-d-3	Adopt one or more of the following strategies as incentives to encourage retrofitting of privately-owned structurally suspicious commercial and industrial buildings: (a) waivers or reductions of permit fees, (b) below-market loans, (c) local tax breaks, (d) grants to cover the cost of retrofitting or of a structural analysis, (e) land use and procedural incentives, or (f) technical assistance.

Number	Specific Mitigation Strategy
<u>Economy: Wildfire and Structural Fires</u>	
ECON-e-1	Increase efforts to reduce fire in existing development through improving engineering design and vegetation management for mitigation, appropriate code enforcement, and public education on mitigation strategies.
ECON-e-2	Require that new business and office buildings in high fire hazard areas be constructed of fire-resistant building materials and incorporate fire-resistant design features (such as minimal use of eaves, internal corners, and open first floors) to increase structural survivability and reduce ignitability.
ECON-e-3	Adopt and amend as needed updated versions of the <i>California Building and Fire Codes</i> so that optimal fire-protection standards are used in construction and renovation projects.
ECON-e-4	Create a mechanism to enforce provisions of the <i>California Building and Fire Codes</i> and other local codes that require the installation of smoke detectors and fire-extinguishing systems by making installation a condition of (a) finalizing a permit for any work on existing properties valued at over a fixed amount, such as \$500 or \$1000, and/or (b) on any building over 75 feet in height, and/or (b) as a condition for the transfer of property.
ECON-e-5	Expand existing vegetation management programs in commercial and/or industrial areas.
ECON-e-6	Establish a Fire Hazard Abatement District to fund reduction in fire risk of existing properties through vegetation management that includes reduction of fuel loads, use of defensible space, and fuel breaks.
ECON-e-7	Establish a Fire Hazard Abatement District to fund fire-safety inspections of private properties, roving firefighter patrols on high fire-hazard days, and public education efforts.
ECON-e-8	Compile a list of high-rise and high-occupancy buildings that are deemed, due to their age or construction materials, to be particularly susceptible to fire hazards, and determine an expeditious timeline for the fire-safety inspection of all such structures.
ECON-e-9	Conduct periodic fire-safety inspections of all commercial and institutional buildings.
ECON-e-10	Work with the State Fire Marshall, the California Seismic Safety, PEER, and other experts to identify and manage gas-related fire risks of soft-story mixed use buildings that are prone to collapse and occupant entrapment consistent with the natural gas safety recommendations of Seismic Safety Commission Report SSC-02-03. Note - See http://www.seismic.ca.gov/pub/CSSC_2002-03_Natural%20Gas%20Safety.pdf . Also note - any valves that are installed may need to have both excess flow and seismic triggers (hybrid valves).
ECON-e-11	Ensure that fire-preventive vegetation-management techniques and practices for creek sides and high-slope areas do not contribute to the landslide and erosion hazard.
ECON-e-12	Work with insurance companies to create a public/private partnership to give a discount on fire insurance premiums to "Forester Certified" <i>Fire Wise</i> landscaping and fire-resistant building materials.
<u>Economy: Flooding</u>	
ECON-f-1	To reduce flood risk, thereby reducing the cost of flood insurance to property owners, work to qualify for the highest-feasible rating under the Community Rating System of the National Flood Insurance Program.
ECON-f-2	Balance the needs for commercial and industrial development against the risk from potential flood-related hazards.
ECON-f-3	Ensure that new development pays its fair share of improvements to the storm drainage system necessary to accommodate increased flows from the development, or does not increase runoff by draining water to pervious areas or detention facilities.
ECON-f-4	Provide sandbags and plastic sheeting to businesses in anticipation of rainstorms, and deliver those materials to the disabled and elderly upon request.
ECON-f-5	Provide public information on locations for obtaining sandbags and deliver those sandbags to those various locations throughout a city and/or county.

Number	Specific Mitigation Strategy
ECON-f-6	Apply floodplain management regulations for development in the floodplain and floodway.
ECON-f-7	Encourage business owners to participate in building elevation programs.
ECON-f-8	Encourage business owners to participate in acquisition and relocation programs for areas within floodways.
ECON-f-9	Require an annual inspection of approved flood-proofed buildings to ensure that (a) all flood-proofing components will operate properly under flood conditions and (b) all responsible personnel are aware of their duties and responsibilities as described in their building's <i>Flood Emergency Operation Plan</i> and <i>Inspection & Maintenance Plan</i> .

Economy: Landslides and Erosion

- ECON-g-1 Increase efforts to reduce landslides and erosion in existing and future development by improving appropriate code enforcement and use of applicable standards, such as those appearing in the *California Building Code*, California Geological Survey *Special Report 117 - Guidelines for Evaluating and Mitigating Seismic Hazards in California*, American Society of Civil Engineers (ASCE) report *Recommended Procedures for Implementation of DMG Special Publication 117: Guidelines for Analyzing and Mitigating Landslide Hazards in California*, and the California Board for Geologists and Geophysicists *Guidelines for Engineering Geologic Reports*. Such standards should cover excavation, fill placement, cut-fill transitions, slope stability, drainage and erosion control, slope setbacks, expansive soils, collapsible soils, environmental issues, geological and geotechnical investigations, grading plans and specifications, protection of adjacent properties, and review and permit issuance.
- ECON-g-2 Increase efforts to reduce landslides and erosion in existing and future development through continuing education of design professionals on mitigation strategies.

Economy: Construction

- ECON-h-1 Continue to require that all new commercial and industrial buildings be constructed in compliance with structural requirements of the most recently adopted version of the *California Building Code*.
- ECON-h-2 Conduct appropriate employee training and support continued education to ensure enforcement of construction standards.
- ECON-h-3 Recognize that many strategies that increase earthquake resistance also decrease damage in an explosion. In addition, recognize that ventilation systems can be designed to contain airborne biological agents.

Economy: Building Reoccupancy

- ECON-i-1 Institute an aggressive program similar to San Francisco's Building Occupancy Resumption Program (BORP). This program permits owners of private buildings to hire qualified structural engineers to create building-specific post-disaster inspection plans and allows these engineers to become automatically deputized as City/County inspectors for these buildings in the event of an earthquake or other disaster.
- ECON-i-2 Actively notify owners of historic or architecturally significant buildings of the availability of the local BORP-type program and encourage them to participate to ensure that appropriately qualified structural engineers are inspecting their buildings, thus reducing the likelihood that the buildings will be inappropriately evaluated following a disaster.
- ECON-i-3 Actively notify owners of educational facility buildings of the availability of the local BORP-type program and encourage them to participate to ensure that appropriately qualified structural engineers are inspecting their buildings, thus reducing the likelihood that the buildings will be inappropriately evaluated following a disaster.
- ECON-i-4 Allow owners to participate in a BORP-type program as described above, but not actively encourage them to do so.
- ECON-i-5 Develop and enforce an ordinance for disaster-damaged structures to ensure that damaged buildings are repaired in an appropriate and timely manner.

Number	Specific Mitigation Strategy
ECON-i-6	Establish preservation-sensitive measures for the repair and reoccupancy of historically significant structures, including requirements for temporary shoring or stabilization where needed, arrangements for consulting with preservationists, and expedited permit procedures for suitable repair or rebuilding of historically or architecturally valuable structures.
<u>Economy: Public Education</u>	
ECON-j-1	Provide information to business owners and employees on the availability of interactive hazard maps on ABAG's web site.
ECON-j-2	Develop printed materials, utilize existing materials (such as developed by FEMA and the American Red Cross), conduct workshops, and/or provide outreach encouraging businesses' employees to have family disaster plans that include drop-cover-hold earthquake drills, fire and storm evacuation procedures, and shelter-in-place emergency guidelines.
ECON-j-3	Develop printed materials, conduct workshops, and provide outreach to Bay Area businesses focusing on business continuity planning.
ECON-j-4	Better inform Bay Area business owners of mitigation activities, including elevation of appliances above expected flood levels, use of fire-resistant roofing and defensible space in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat, structural retrofitting techniques for older buildings, and use of intelligent grading practices through workshops, publications, and media announcements and events.
ECON-j-5	Sponsor the formation and training of Community Emergency Response Teams (CERT) training through partnerships with local businesses. [Note - these programs go by a variety of names in various cities and areas.]
ECON-j-6	Assist businesses in the development of defensible space through the use of, for example, "tool libraries" for weed abatement tools, roadside collection and/or chipping services (for brush, weeds, and tree branches) in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat.
ECON-j-7	Make use of the materials developed by others (such as found on ABAG's web site at http://quake.abag.ca.gov/business/) to increase mitigation activities related to earthquakes. ABAG plans to continue to improve the quality of those materials over time.
ECON-j-8	Develop a "Maintain-a-Drain" campaign, similar to that of the City of Oakland, encouraging businesses and residents to keep storm drains in their neighborhood free of debris.
ECON-j-9	Encourage the formation of a community-based approach to wildfire education and action through local Fire Safe Councils and the <i>Fire Wise Program</i> .
ECON-j-10	Encourage businesses and laboratories handling hazardous materials or pathogens increase security to a level high enough to create a deterrent to crime and terrorism, including active implementation of "cradle-to-grave" tracking systems.
ECON-j-11	Encourage joint meetings of security and operations personnel at major employers to develop innovative ways for these personnel to work together to increase safety and security.
ECON-j-12	Inform shoreline-property owners of the possible long-term economic threat posed by rising sea levels.
ECON-j-13	Develop and distribute culturally appropriate materials related to disaster mitigation and preparedness, such as those on the http://www.preparenow.org web site.
<u>Government: Focus on Critical Facilities</u>	
GOVT-a-1	Assess the vulnerability of critical facilities (such as city halls, fire stations, community service centers, seaports, and airports) to damage in natural disasters and make recommendations for appropriate mitigation.
GOVT-a-2	Retrofit or replace critical facilities that are shown to be vulnerable to damage in natural disasters.

Number	Specific Mitigation Strategy
GOVT-a-3	Clarify to workers in critical facilities and emergency personnel, as well as to elected officials and the public, the extent to which the facilities are expected to perform only at a life safety level (allowing for the safe evacuation of personnel) or are expected to remain functional following an earthquake.
GOVT-a-4	Conduct comprehensive programs to identify and mitigate problems with facility contents, architectural components, and equipment that will prevent critical buildings from being functional after major natural disasters.
GOVT-a-5	Encourage joint meetings of security and operations personnel at critical facilities to develop innovative ways for these personnel to work together to increase safety and security.
GOVT-a-6	Install micro and/or surveillance cameras around critical public assets tied to web-based software, and develop a surveillance protocol to monitor these cameras.
GOVT-a-7	Identify and undertake cost-effective retrofit measures on critical facilities (such as moving and redesigning air intake vents and installing blast-resistant features) when these buildings undergo major renovations.
GOVT-a-8	Coordinate with the State Division of Safety of Dams to ensure that cities and counties are aware of the timeline for the maintenance and inspection of dams whose failure would impact their jurisdiction.
GOVT-a-9	As a secondary focus, assess the vulnerability of non-critical facilities to damage in natural disasters based on occupancy and structural type, make recommendations on priorities for structural improvements or occupancy reductions, and identify potential funding mechanisms.
GOVT-a-10	Ensure that government-owned facilities are subject to the same or more stringent regulations as imposed on privately-owned development.
GOVT-a-11	Comply with all applicable building and fire codes, as well as other regulations (such as state requirements for fault, landslide, and liquefaction investigations in particular mapped areas) when constructing or significantly remodeling government-owned facilities.
GOVT-a-12	Prior to acquisition of property to be used as a critical facility, conduct a study to ensure the absence of significant hazards.
<u>Government: Maintain and Enhance Local Government's Emergency Response and Recovery Capacity</u>	
GOVT-b-1	Establish a framework and process for pre-event planning for post-event recovery that specifies roles, priorities, and responsibilities of various departments within the local government organization, and that outlines a structure and process for policy-making involving elected officials and appointed advisory committees.
GOVT-b-2	Prepare a basic Recovery Plan that outlines the major issues and tasks that are likely to be the key elements of community recovery, as well as integrate this planning into response planning.
GOVT-b-3	Establish a goal for the resumption of local government services that may vary from function to function.
GOVT-b-4	Develop a plan for short-term and intermediate-term sheltering of impacted residents.
GOVT-b-5	Periodically assess the need for new or relocated fire or police stations and other emergency facilities, changes in staffing levels, and additional or updated supplies, equipment, technologies, and in-service training classes.
GOVT-b-6	Ensure that fire and police department personnel have adequate radios, breathing apparatuses, protective gear, and other equipment to respond to a major disaster.
GOVT-b-7	Develop and maintain a system of interoperable communications for first responders from cities, counties, special districts, state, and federal agencies.
GOVT-b-8	Harden emergency response communications, including, for example, building redundant capacity into public safety alerting and/or answering points, replacing or hardening microwave and simulcast systems, adding digital encryption for programmable radios, and ensuring a plug-and-play capability for amateur radio.

Number	Specific Mitigation Strategy
GOVT-b-9	Purchase command vehicles for use as mobile command/EOC vehicles if current vehicles are unsuitable or inadequate.
GOVT-b-10	Maintain the local government's emergency operations center in a fully functional state of readiness.
GOVT-b-11	Expand or participate in expanding traditional disaster exercises involving city and county emergency personnel to include airport and port personnel, transit and infrastructure providers, hospitals, schools, park districts, and major employers.
GOVT-b-12	Maintain and update as necessary the local government's Standardized Emergency Management System Plan.
GOVT-b-13	Continue to participate not only in general mutual-aid agreements, but also in agreements with adjoining jurisdictions for cooperative response to fires, floods, earthquakes, and other disasters.
GOVT-b-14	Install an alert and warning system with outdoor sirens, coordinating them, to the extent possible, with those of neighboring jurisdictions.
GOVT-b-15	Conduct periodic tests of the alerting and warning system's outdoor sirens no less frequently than once per month.
GOVT-b-16	Regulate and enforce the location and design of street-address numbers on buildings and minimize the naming of short streets (that are actually driveways) to single homes.
GOVT-b-17	Monitor weather during times of high fire risk using, for example, weather stations tied into police and fire dispatch centers.
GOVT-b-18	Establish regional protocols on how to respond to the NOAA Monterey weather forecasts, such as the identifying types of closures, limits on work that could cause ignitions, and prepositioning of suppression forces). A multi-agency coordination of response also helps provide unified messages to the public about how they should respond to these periods of increased fire danger.
GOVT-b-19	Increase local patrolling during periods of high fire weather.
GOVT-b-20	Create and maintain an automated system of rain and flood gauges that is web enabled and publicly accessible.
GOVT-b-21	Place remote sensors in strategic locations for early warning of hazmat releases or use of weapons of mass destruction.
GOVT-b-22	Investigate the use of phone-based warning systems for selected geographic areas.
GOVT-b-23	Review and update, as necessary, procedures pursuant to the <i>State Dam Safety Act</i> for the emergency evacuation of areas located below major water-storage facilities.
GOVT-b-24	Develop procedures for the emergency evacuation of areas identified on tsunami evacuation maps as these maps become available.
GOVT-b-25	Develop a business continuity plan that includes back-up storage of vital records, such as essential medical records and financial information.
<u>Government: Participate in National, State, Multi-Jurisdictional and Professional Society Efforts to Identify and Mitigate Hazards</u>	
GOVT-c-1	Promote information sharing among overlapping and neighboring local governments, including cities, counties, and special districts, as well as utilities.
GOVT-c-2	Recognize that emergency services is more than the coordination of police and fire response, for it also includes planning activities with providers of water, food, energy, transportation, financial, information, and public health services.
GOVT-c-3	Recognize that a multi-agency approach is needed to mitigate flooding by having flood control districts, cities, counties, and utilities meet at least annually to jointly discuss their a capital improvement programs for most effectively reducing the threat of storm-induced flooding.

Number	Specific Mitigation Strategy
GOVT-c-4	As new flood-control projects are completed, request that FEMA revise its flood-insurance rate maps and digital geographic information system data to reflect flood risks as accurately as possible.
GOVT-c-5	Participate in FEMA's National Flood Insurance Program.
GOVT-c-6	Participate in multi-agency efforts to mitigate fire threat, such as the Hills Emergency Forum (in the east Bay), various <i>Fire Safe Council</i> programs, and city-utility task forces.
GOVT-c-7	Work with major employers and agencies that handle hazardous materials to coordinate mitigation efforts for the possible release of these materials due to a natural disaster such as an earthquake, flood, fire, or landslide.
GOVT-c-8	Encourage staff to participate in efforts by professional organizations to mitigate earthquake and landslide disaster losses, such as the efforts of the Northern California Chapter of the Earthquake Engineering Research Institute, the East Bay-Peninsula Chapter of the International Code Council, the Structural Engineers Association of Northern California, and the American Society of Grading Officials.
GOVT-c-9	Conduct and/or promote attendance at local or regional hazard conferences and workshops for elected officials to educate the officials on the critical need for programs in mitigating earthquake, wildfire, flood, and landslide hazards.
GOVT-c-10	Cooperate with researchers working on government-funded projects to refine information on hazards, for example, by expediting the permit and approval process for installation of seismic arrays, gravity survey instruments, borehole drilling, fault trenching, landslide mapping, flood modeling, and/or damage data collection.

Education: Focus on Critical Facilities

EDUC-a-1	Assess the vulnerability of critical education facilities to damage in natural disasters and make recommendations for appropriate mitigation.
EDUC-a-2	Retrofit or replace critical education facilities that are shown to be vulnerable to damage in natural disasters.
EDUC-a-3	Conduct comprehensive programs to identify and mitigate problems with facility contents, architectural components, and equipment that will prevent critical buildings from being functional after major disasters.
EDUC-a-4	As a secondary focus, assess the vulnerability of non-critical educational facilities to damage in natural disasters based on occupancy and structural type, make recommendations on priorities for structural improvements or occupancy reductions, and identify potential funding mechanisms.
EDUC-a-5	Participate in or facilitate adoption of a program to formalize arrangements with structural engineers to report to the district, assess damage, and determine if the buildings can be reoccupied. The program should be similar to San Francisco's Building Occupancy Resumption Program (BORP) that permits owners of buildings to hire qualified structural engineers to create building-specific post-disaster inspection plans and allows these engineers to become automatically deputized as inspectors for these buildings in the event of an earthquake or other disaster. Unlike the buildings of most special districts, however, these plans should be developed with the review and guidance of the Division of the State Architect because this agency has the authority and responsibility for the structural integrity of these structures.

Education: Use of Educational Facilities as Emergency Shelters

EDUC-b-1	Work cooperatively with the American Red Cross and others to set up memoranda of understanding for use of education facilities as emergency shelters following disasters.
EDUC-b-2	Work cooperatively to ensure that school district personnel and relevant staff understand and are trained that being designated by the American Red Cross or others as a potential emergency shelter does not mean that the school has had a hazard or structural evaluation to ensure that it can be used as a shelter following any specific disaster.

Number	Specific Mitigation Strategy
EDUC-b-3	Work cooperatively to ensure that school district personnel understand and are trained that they are designated as disaster service workers and must remain at the school until released.
<u>Education: Use of Schools as Conduits for Information to Families About Emergencies</u>	
EDUC-c-1	Work on and/or support efforts by schools, local governments, and other agencies to utilize their unique ability to reach families through educational materials on hazards, mitigation, and preparedness, particularly after disasters and at the beginning of the school year. These efforts will not only make the entire community more disaster-resistant, but speed the return of schools from use as shelters to use as teaching facilities.
EDUC-c-2	Work on and/or support joint efforts of schools and fire jurisdictions to develop plans for evacuation or sheltering in place of school children during periods of high fire danger, thereby recognizing that overloading of streets near schools by parents attempting to pick up their children during these periods can restrict access by fire personnel and equipment.
EDUC-c-3	Offer the 20-hour basic CERT training to teachers and after-school personnel.
EDUC-c-4	Offer the 20-hour basic CERT training to middle school and/or high school students as a part of the basic science or civics curriculum, as an after school club, or as a way to earn public service hours.
EDUC-c-5	Offer the 20-hour basic CERT training course through the Adult School system and/or through the Community College system.
EDUC-c-6	Develop and maintain the capacity for schools to take care of the students for the first 48 hours after a disaster, and notify parents that this capacity exists.
EDUC-c-7	Develop and distribute culturally appropriate materials related to disaster mitigation and preparedness, such as those on the http://www.preparesnow.org web site.
<u>Environment: Environmental Sustainability and Pollution Reduction</u>	
ENVI-a-1	Continue to enforce State-mandated requirements, such as the <i>California Environmental Quality Act</i> , to ensure that mitigation activities for hazards, such as vegetation clearance programs for fire threat and seismic retrofits, are conducted in a way that reduces environmental degradation such as air quality impacts, noise during construction, and loss of sensitive habitats and species, while respecting the community value of historic preservation.
ENVI-a-2	Encourage regulatory agencies to work collaboratively with safety professionals to develop creative mitigation strategies that effectively balance environmental and safety needs, particularly to meet critical wildfire, flood, and earthquake safety levels.
ENVI-a-3	Continue to enforce and/or comply with State-mandated requirements, such as the <i>California Environmental Quality Act</i> and environmental regulations to ensure that urban development is conducted in a way to minimize air pollution. For example, air pollution levels can lead to global warming, and then to drought, increased vegetation susceptibility to disease (such as pine bark beetle infestations), and associated increased fire hazard.
ENVI-a-4	Develop and implement a comprehensive program for watershed maintenance, optimizing forest health with water yield to balance water supply, flooding, fire, and erosion concerns.
ENVI-a-5	Balance the need for the smooth flow of storm waters versus the need to maintain wildlife habitat by developing and implementing a comprehensive Streambed Vegetation Management Plan that ensures the efficacy of flood control efforts and maintains the viability of living rivers.
ENVI-a-6	Stay informed of emerging scientific information on the subject of rising sea levels, especially on additional actions that local governments can take to mitigate this hazard.
ENVI-a-7	Monitor the science associated with global warming to be able to act promptly when data become available to warrant special design and engineering of government-owned facilities located in low-lying areas, such as wastewater treatment plants, ports, and airports.

Number	Specific Mitigation Strategy
ENVI-a-8	Comply with applicable performance standards of any <i>National Pollutant Discharge Elimination System</i> municipal stormwater permit that seeks to manage increases in stormwater run-off flows from new development and redevelopment construction projects.
ENVI-a-9	Enforce and/or comply with the grading, erosion, and sedimentation requirements by prohibiting the discharge of concentrated stormwater flows by other than approved methods that seek to minimize associated pollution.
ENVI-a-10	Explore ways to require that hazardous materials stored in the flood zone be elevated or otherwise protected from flood waters.
ENVI-a-11	Enforce and/or comply with the hazardous materials requirements of the State of California Certified Unified Program Agency (CUPA).
ENVI-a-12	Provide information on hazardous waste disposal and/or drop off locations.
ENVI-a-13	Develop and implement a program to control invasive and exotic species that contribute to fire and flooding hazards (such as eucalyptus, cattails, and cordgrass).
ENVI-a-14	Enforce provisions under creek protection, stormwater management, and discharge control ordinances designed to keep watercourses free of obstructions and to protect drainage facilities to conform with the Regional Water Quality Control Board's Best Management Practices.

Environment: Agricultural and Aquaculture Resilience

ENVI-b-1	Maintain a variety of crops in rural areas of the region to increase agricultural diversity and crop resiliency.
ENVI-b-2	Promote and maintain the public-private partnerships dedicated to preventing the introduction of agricultural pests into regionally-significant crops, such as the glassy-winged sharpshooter into vineyards.
ENVI-b-3	Remove septic tanks and other sources of contamination adjacent to economically-significant aquacultural and agricultural resources.
ENVI-b-4	Encourage livestock operators to develop an early-warning system to detect animals with communicable diseases (due to natural causes or bioterrorism).

Land Use: Earthquake Hazard Studies for New Developments

LAND-a-1	Enforce and/or comply with the State-mandated requirement that site-specific geologic reports be prepared for development proposals within Alquist-Priolo Earthquake Fault Zones, and restrict the placement of structures for human occupancy. (This Act is intended to deal with the <i>specific</i> hazard of active faults that extend to the earth's surface, creating a surface rupture hazard.)
LAND-a-2	Require preparation of site-specific geologic or geotechnical reports for development and redevelopment proposals in areas subject to earthquake-induced landslides or liquefaction as mandated by the State Seismic Hazard Mapping Act in selected portions of the Bay Area where these maps have been completed, and condition project approval on the incorporation of necessary mitigation measures related to site remediation, structure and foundation design, and/or avoidance.
LAND-a-3	Recognizing that some faults may be a hazard for surface rupture, even though they do not meet the strict criteria imposed by the Alquist-Priolo Earthquake Fault Zoning Act, identify and require geologic reports in areas adjacent to locally-significant faults.
LAND-a-4	Recognizing that the California Geological Survey has not completed earthquake-induced landslide and liquefaction mapping for much of the Bay Area, identify and require geologic reports in areas mapped by others as having significant liquefaction or landslide hazards.
LAND-a-5	Support and/or facilitate efforts by the California Geological Survey to complete the earthquake-induced landslide and liquefaction mapping for the Bay Area.
LAND-a-6	Require that local government reviews of geologic and engineering studies are conducted by appropriately trained and credentialed personnel.

Number	Specific Mitigation Strategy
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Land Use: Wildfire and Structural Fires

- | | |
|----------|---|
| LAND-b-1 | Review development proposals to ensure that they incorporate required and appropriate fire-mitigation measures, including adequate provisions for occupant evacuation and access by emergency response personnel and equipment. |
| LAND-b-2 | Develop a clear legislative and regulatory framework at both the state and local levels to manage the wildland-urban-interface consistent with <i>Fire Wise</i> and sustainable community principles. |

Land Use: Flooding

- | | |
|----------|---|
| LAND-c-1 | Establish and enforce requirements for new development so that site-specific designs and source-control techniques are used to manage peak stormwater runoff flows and impacts from increased runoff volumes. |
| LAND-c-2 | Incorporate FEMA guidelines and suggested activities into local government plans and procedures for managing flood hazards. |
| LAND-c-3 | Provide an institutional mechanism to ensure that development proposals adjacent to floodways and in floodplains are referred to flood control districts and wastewater agencies for review and comment (consistent with the NPDES program). |
| LAND-c-4 | Establish and enforce regulations concerning new construction (and major improvements to existing structures) within flood zones in order to be in compliance with federal requirements and, thus, be a participant in the Community Rating System of the <i>National Flood Insurance Program</i> . |

Land Use: Landslides and Erosion

- | | |
|----------|--|
| LAND-d-1 | Establish and enforce provisions (under subdivision ordinances or other means) that geotechnical and soil-hazard investigations be conducted and filed to prevent grading from creating unstable slopes, and that any necessary corrective actions be taken prior to development approval. |
| LAND-d-2 | Require that local government reviews of these investigations are conducted by appropriately trained and credentialed personnel. |
| LAND-d-3 | Establish and enforce grading, erosion, and sedimentation ordinances by requiring, under certain conditions, grading permits and plans to control erosion and sedimentation prior to development approval. |
| LAND-d-4 | Establish and enforce provisions under the creek protection, storm water management, and discharge control ordinances designed to control erosion and sedimentation. |
| LAND-d-5 | Establish requirements in zoning ordinances to address hillside development constraints, especially in areas of existing landslides. |

Land Use: Hillsides - Multi-hazard

- | | |
|----------|---|
| LAND-e-1 | Establish a buffer zone between residential properties and landslide or wildfire hazard areas. |
| LAND-e-2 | Discourage, add additional mitigation strategies, or prevent construction on slopes greater than a set percentage, such as 15%, due to landslide or wildfire hazard concerns. |

Land Use: Smart Growth to Revitalize Urban Areas and Promote Sustainability

- | | |
|----------|---|
| LAND-f-1 | Prioritize retrofit of infrastructure that serves urban areas over constructing new infrastructure to serve outlying areas. |
| LAND-f-2 | Work to retrofit homes in older areas to provide safe housing close to job centers. |
| LAND-f-3 | Work to retrofit older downtown areas to protect architectural diversity and promote disaster-resistance. |
| LAND-f-4 | Protect as open space areas susceptible to extreme hazards. |

Number	Specific Mitigation Strategy
LAND-f-5	Provide new buffers and preserve existing buffers between development and existing users of large amounts of hazardous materials, such as major industry, due to the potential for catastrophic releases due to an earthquake or terrorism. (Flooding might also result in release or spread of these materials, however it is unlikely.)

Exhibit C

Hazard Mitigation Grant Program

Exhibit C
Hazard Mitigation Grant Program (HMGP)
Pre-Disaster Mitigation Grant Program (PDM)

FACT SHEET

I. HAZARD MITIGATION GRANT PROGRAM (HMGP)

What is the Hazard Mitigation Grant Program?

Authorized under Section 404 of the Stafford Act, the Hazard Mitigation Grant Program (HMGP) administered by the Federal Emergency Management Agency (FEMA) provides grants to States and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the program is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster.

Who is eligible to apply?

Hazard Mitigation Grant Program funding is only available to applicants that reside within a Presidentially declared disaster area. Eligible applicants are

- State and local governments
- Indian tribes or other tribal organizations
- Certain non-profit organizations

What types of projects can be funded by the HMGP?

HMGP funds may be used to fund projects that will reduce or eliminate the losses from future disasters. Projects must provide a long-term solution to a problem, for example, elevation of a home to reduce the risk of flood damages as opposed to buying sandbags and pumps to fight the flood. In addition, a project's potential savings must be more than the cost of implementing the project. Funds may be used to protect either public or private property or to purchase property that has been subjected to, or is in danger of, repetitive damage. Examples of projects include, but are not limited to:

- Acquisition of real property for willing sellers and demolition or relocation of buildings to convert the property to open space use
- Retrofitting structures and facilities to minimize damages from high winds, earthquake, flood, wildfire, or other natural hazards
- Elevation of flood prone structures
- Development and initial implementation of vegetative management programs
- Minor flood control projects that do not duplicate the flood prevention activities of other Federal agencies
- Localized flood control projects, such as certain ring levees and floodwall systems, that are designed specifically to protect critical facilities
- Post-disaster building code related activities that support building code officials during the reconstruction process

What are the minimum project criteria?

There are five issues you must consider when determining the eligibility of a proposed project.

- Does your project conform to your State's Hazard Mitigation Plan?

- Does your project provide a beneficial impact on the disaster area i.e. the State?
- Does your application meet the environmental requirements?
- Does your project solve a problem independently?
- Is your project cost-effective?

II. **PRE-DISASTER MITIGATION GRANT PROGRAM (PDM)**

What is the Pre-Disaster Mitigation competitive grant program?

The Pre-Disaster Mitigation (PDM) competitive grant program provides funds to State, Tribal, and local governments for pre-disaster mitigation planning and projects primarily addressing natural hazards. Cost-Effective pre-disaster mitigation activities reduce risk to life and property from natural hazard events before a natural disaster strikes, thus reducing overall risks to the population and structures, while also reducing reliance on funding from actual disaster declarations. Funds will be awarded on a competitive basis to successful Applicants for mitigation planning and project applications intended to make local governments more resistant to the impacts of future natural disasters.

Who can apply for a PDM competitive grant?

Eligible PDM competitive grant Applicants include State and Territorial emergency management agencies, or a similar office of the State, District of Columbia, U.S. Virgin Islands, Commonwealth of Puerto Rico, Guam, American Samoa, Commonwealth of the Northern Mariana Islands, and Federally-recognized Indian Tribal governments.

- ✓ Eligible Sub-applicants include State agencies; Federally-recognized Indian Tribal governments; and local governments (including State recognized Indian Tribal governments and Alaska native villages).
- ✓ Applicants can apply for PDM competitive grant funds directly to FEMA, while Sub-applicants must apply for funds through an eligible Applicant.
- ✓ Private non-profit organizations are not eligible to apply for PDM but may ask the appropriate local government to submit an application for the proposed activity on their behalf.

What are eligible PDM projects?

Multi-hazard mitigation projects must primarily focus on natural hazards but also may address hazards caused by non-natural forces. **Funding is restricted to a maximum of \$3M Federal share per project.** The following are eligible mitigation projects:

- ✓ Acquisition or relocation of hazard-prone property for conversion to open space in perpetuity;
- ✓ Structural and non-structural retrofitting of existing buildings and facilities (including designs and feasibility studies when included as part of the construction project) for wildfire, seismic, wind or flood hazards (e.g., elevation, flood proofing, storm shutters, hurricane clips);
- ✓ Minor structural hazard control or protection projects that may include vegetation management, Stormwater management (e.g., culverts, floodgates, retention basins), or shoreline/landslide stabilization; and,
- ✓ Localized flood control projects, such as certain ring levees and floodwall systems, that are designed specifically to protect critical facilities and that do not constitute a section of a larger flood control system.

Mitigation Project Requirements

Projects should be technically feasible (see Section XII. Engineering Feasibility) and ready to implement. Engineering designs for projects must be included in the application to allow FEMA to assess the effectiveness and feasibility of the proposed project. The project cost estimate should complement the engineering design, including all anticipated costs. FEMA has several formats that it uses in cost estimating for projects. Additionally, other Federal agencies' approaches to project cost estimating can be used as long as the method provides for a complete and accurate estimate. FEMA can provide technical assistance on engineering documentation and cost estimation (see Section XIII.D. Engineering Feasibility).

Mitigation projects also must meet the following criteria:

1. Be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major disaster, consistent with 44 CFR 206.434(c)(5) and related guidance, and have a Benefit-Cost Analysis that results in a benefit-cost ratio of 1.0 or greater (see Section X. Benefit-Cost Analysis). **Mitigation projects with a benefit-cost ratio less than 1.0 will not be considered for the PDM competitive grant program;**
2. Be in conformance with the current FEMA-approved State hazard mitigation plan;
3. Solve a problem independently or constitute a functional portion of a solution where there is assurance that the project as a whole will be completed, consistent with 44 CFR 206.434(b)(4);
4. Be in conformance with 44 CFR Part 9, Floodplain Management and Protection of Wetlands, and 44 CFR Part 10, consistent with 44 CFR 206.434(c)(3);
5. Not duplicate benefits available from another source for the same purpose, including assistance that another Federal agency or program has the primary authority to provide (see Section VII.C. Duplication of Benefits and Programs);
6. Be located in a community that is participating in the NFIP if they have been identified through the NFIP as having a Special Flood Hazard Area (a FHBM or FIRM has been issued). In addition, the community must not be on probation, suspended or withdrawn from the NFIP; and,
7. Meet the requirements of Federal, State, and local laws.

What are examples of Ineligible PDM Projects?

The following mitigation projects are **not** eligible for the PDM program:

- ✓ Major flood control projects such as dikes, levees, floodwalls, seawalls, groins, jetties, dams, waterway channelization, beach nourishment or re-nourishment;
- ✓ Warning systems;
- ✓ Engineering designs that are not integral to a proposed project;
- ✓ Feasibility studies that are not integral to a proposed project;
- ✓ Drainage studies that are not integral to a proposed project;
- ✓ Generators that are not integral to a proposed project;
- ✓ Phased or partial projects;
- ✓ Flood studies or flood mapping; and,

✓ Response and communication equipment.



AGENDA BILL

Agenda Item No. 5(C)

Date: November 7, 2011
To: El Cerrito City Council
From: Garth Schultz, Environmental Analyst
Subject: 2012 Integrated Resource Recovery Facility (IRRF) rate options

ACTION REQUESTED

Approve a recommendation advising Mayor Pro Tem Bill Jones to vote on the City Council's endorsement of "Option 3" for determining Integrated Resource Recovery Facility (IRRF rates, otherwise known as) "All But Collection" fees for Calendar Year 2012.

BACKGROUND/ANALYSIS

On October 13, 2011, the West Contra Costa Integrated Waste Management Authority (Authority) conducted a public workshop to discuss IRRF rate options for calendar year 2012. The Authority Board meets each November to set rates for the following calendar year. This year's meeting will be held on November 10, 2012. Although the member agency City Councils are not required to vote on IRRF rate adjustments, Mayor Pro Tem Jones, who is El Cerrito's representative on the Authority Board, has requested this item be placed on the El Cerrito City Council's meeting agenda for direction. The IRRF rates, which the Authority refers to as "All But Collection" fees pay for the following (in order of magnitude):

- 1) Garbage transfer from Republic Services' Golden Bear Transfer Station in Richmond and final disposal of garbage at landfill;
- 2) Debt service on the Integrated Resource Recovery Facility (IRRF) building;
- 3) Green waste composting at the former landfill site in Richmond;
- 4) Program services and administration by the Authority; and
- 5) Household hazardous waste facility in Richmond.

The Authority has determined that there will be a \$1,271,761 revenue requirement for Calendar Year 2012. There are three options for developing the "All But Collection" fees that pertain to the City of El Cerrito (see Attachment 1) to meet the revenue requirement for 2012. Option 1 presents the rates "as calculated," which results in an increase to residential rates and decreases to industrial and commercial rates. Option 2 provides for no rate change for residential and industrial rates, and a decrease to commercial rates.

Agenda Item No. 5(C)

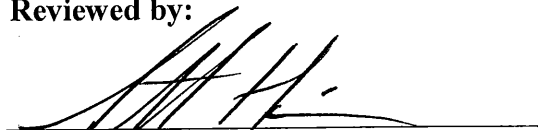
Option 3 would result in no rate change for commercial and industrial rates, and a decrease to residential rates.

Staff is recommending that the City Council endorse the use of Option 3 for the "All But Collection" fees. This recommendation is based the Environmental Services Division's community engagement process related to the current solid waste rates and operations review. From July through September the Division received several comments from El Cerrito residents concerned about high residential solid waste rates in El Cerrito. No comments about high commercial or industrial solid waste rates were received as a part of that process.

FINANCIAL CONSIDERATIONS

IRRF rates are only one component of the overall bill customers pay for garbage, green waste and recycling collection. Staff will bring any adjustments to the other components of the City's solid waste collection rates and recycling fees to the City Council at a later date.

Reviewed by:

A handwritten signature in black ink, appearing to read "S. Hanin", is written over a horizontal line.

Scott Hanin, City Manager

Attachment:

Calendar Year 2012 IRRF Collection Rate Options – created by WCCIWMA

Options for Translating the Revenue Requirements into
"Post-Collection" Rates For Calendar Year 2012

El Cerrito		
<u>Residential</u>	<u>Commercial</u>	<u>Industrial</u>
per standard 35-gallon can per month	per cubic yd.	per ton
9,256	38,662	681
35-gallon cans	cu. yards	tons

Option 1 - Rates As Calculated:

Proposed 2012 Rates	\$ 8.67	\$ 5.65	\$ 135.72
2011 Rates	\$ 8.31	\$ 7.34	\$ 140.92
Increase (Decrease)	\$ 0.36 4.33%	\$ (1.69) -23.02%	\$ (5.20) -3.69%

Option 2 - No Rate Change for Residential and Industrial; Decrease in Commercial:

Proposed 2012 Rates	\$ 8.31	\$ 6.58	\$ 140.92
2011 Rates	\$ 8.31	\$ 7.34	\$ 140.92
Increase (Decrease)	\$ - 0.00%	\$ (0.76) -10.35%	\$ - 0.00%

Option 3 - No Rate Change for Commercial and Industrial; Decrease in Residential:

Proposed 2012 Rates	\$ 8.05	\$ 7.34	\$ 140.92
2011 Rates	\$ 8.31	\$ 7.34	\$ 140.92
Increase (Decrease)	\$ (0.26) -3.13%	\$ - 0.00%	\$ - 0.00%

**CALENDAR YEAR 2012 IRRF TIPPING FEES
AND IRRF-RELATED COLLECTION RATES**
East Bay Sanitary Service - El Cerrito (OPTION 1)

**I. Calendar Year 2012 IRRF Tipping Fees
(Per Ton of Solid Waste)**

<u>Customer Type</u>	<u>Year 2012 Tipping Fees Per Ton</u>	<u>2011</u>	<u>Increase</u>	<u>% Incr.</u>
El Cerrito Residential and Commercial Waste	\$ 136.39	\$ 145.40	\$ (9.01)	-6.2%
El Cerrito Industrial Waste	\$ 135.72	\$ 140.92	\$ (5.20)	-3.7%
El Cerrito Mixed Yard Debris and Food Scraps	\$ 62.50	\$ 61.00	\$ 1.50	2.5%
El Cerrito Wood/Green Waste Box	\$ 50.34	\$ 49.50	\$ 0.84	1.7%

II. Calendar Year 2012 IRRF-Related Collection Rates

Can Service (based on 9,256 standard 35-gallon cans)

	<u>No Food Scraps</u>	<u>Food Scraps</u>	<u>Total 2012</u>	<u>2011</u>	<u>Increase</u>	<u>% Incr.</u>	<u>Can Count</u>	<u>Revenues</u>	
20-gallon			\$ 4.96	\$ 5.08	\$ (0.12)	-2.4%	2,476	\$ 12,280.96	
35-gallon	\$ 6.67	\$ 2.00	8.67	8.12	0.55	6.8%	6,879	\$ 59,640.93	
64-gallon			15.86	16.25	(0.39)	-2.4%	526	\$ 8,342.36	
							9,881	\$ 80,264.25	
								\$ 963,171.00	To be collected by EBS
								961,150.24	Revenue Requirement
								\$ 2,020.76	Over (Under)-collection
Bin Service (38,662 cubic yards)	\$ 5.65		\$ 5.65	\$ 7.34	\$ (1.69)	-23.0%	\$ 218,440.30	Bin Service - Commercial	
Box Service (681 tons)	\$ 135.72		\$ 135.72	\$ 140.92	\$ (5.20)	-3.7%	\$ 92,425.32	Box Service - Industrial	
							<u>\$ 1,274,036.62</u>	Total Amount To Be Collected	
							<u>\$ 1,271,761.65</u>	Total Revenue Requirement	
							<u>\$ 2,274.97</u>	Over (Under)-collection	
		\$ 8.67							

**CALENDAR YEAR 2012 IRRF TIPPING FEES
AND IRRF-RELATED COLLECTION RATES**

East Bay Sanitary Service - El Cerrito (OPTION 1A)

**I. Calendar Year 2012 IRRF Tipping Fees
(Per Ton of Solid Waste)**

<u>Customer Type</u>	<u>Year 2012 Tipping Fees Per Ton</u>	<u>2011</u>	<u>Increase</u>	<u>% Incr.</u>
El Cerrito Residential and Commercial Waste	\$ 136.39	\$ 145.40	\$ (9.01)	-6.2%
El Cerrito Industrial Waste	\$ 135.72	\$ 140.92	\$ (5.20)	-3.7%
El Cerrito Mixed Yard Debris and Food Scraps	\$ 62.50	\$ 61.00	\$ 1.50	2.5%
El Cerrito Wood/Green Waste Box	\$ 50.34	\$ 49.50	\$ 0.84	1.7%

II. Calendar Year 2012 IRRF-Related Collection Rates

Can Service (based on 9,256 standard 35-gallon cans)

	<u>No Food Scraps</u>	<u>Food Scraps</u>	<u>Total 2012</u>	<u>2011</u>	<u>Increase</u>	<u>% Incr.</u>	<u>Can Count</u>	<u>Revenues</u>	
20-gallon			\$ 5.28	\$ 5.08	\$ 0.20	4.00%	2,476	\$ 13,081.20	
35-gallon	\$ 6.44	\$ 2.00	8.44	8.12	0.32	4.00%	6,879	\$ 58,091.78	
64-gallon			16.90	16.25	0.65	4.00%	526	\$ 8,889.40	
							9,881	\$ 80,062.38	
								\$ 960,748.59	To be collected by EBS
								961,150.24	Revenue Requirement
								\$ (401.65)	Over (Under)-collection
Bin Service (38,662 cubic yards)	\$ 5.65		\$ 5.65	\$ 7.34	\$ (1.69)	-23.02%		\$ 218,440.30	Bin Service - Commercial
Box Service (681 tons)	\$ 135.72		\$ 135.72	\$ 140.92	\$ (5.20)	-3.69%		\$ 92,425.32	Box Service - Industrial
								\$ 1,271,614.21	Total Amount To Be Collected
								\$ 1,271,761.65	Total Revenue Requirement
								\$ (147.44)	Over (Under)-collection

**CALENDAR YEAR 2012 IRRF TIPPING FEES
AND IRRF-RELATED COLLECTION RATES**

East Bay Sanitary Service - El Cerrito (OPTION 2)

**I. Calendar Year 2012 IRRF Tipping Fees
(Per Ton of Solid Waste)**

<u>Customer Type</u>	<u>Year 2012 Tipping Fees Per Ton</u>	<u>2011</u>	<u>Increase</u>	<u>% Incr.</u>
El Cerrito Residential and Commercial Waste	\$ 135.88	\$ 145.40	\$ (9.52)	-6.5%
El Cerrito Industrial Waste	\$ 140.92	\$ 140.92	\$ -	0.0%
El Cerrito Mixed Yard Debris and Food Scraps	\$ 62.50	\$ 61.00	\$ 1.50	2.5%
El Cerrito Wood/Green Waste Box	\$ 50.34	\$ 49.50	\$ 0.84	1.7%

II. Calendar Year 2012 IRRF-Related Collection Rates

Can Service (based on 9,256 standard 35-gallon cans)

	<u>No Food Scraps</u>	<u>Food Scraps</u>	<u>Total 2012</u>	<u>2011</u>	<u>Increase</u>	<u>% Incr.</u>	<u>Can Count</u>	<u>Revenues</u>	
20-gallon			\$ 5.08	\$ 5.08	\$ -	0.00%	2,476	\$ 12,578.08	
35-gallon	\$ 6.12	\$ 2.00	8.12	8.12	-	0.00%	6,879	\$ 55,857.48	
64-gallon			16.25	16.25	-	0.00%	526	\$ 8,547.50	
							9,881	\$ 76,983.06	
								\$ 923,796.72	To be collected by EBS
								921,610.24	Revenue Requirement
								\$ 2,186.48	Over (Under)-collection
Bin Service (38,662 cubic yards)	\$ 6.58		\$ 6.58	\$ 7.34	\$ (0.76)	-10.35%		\$ 254,395.96	Bin Service - Commercial
Box Service (681 tons)	\$ 140.92		\$ 140.92	\$ 140.92	\$ -	0.00%		\$ 95,966.52	Box Service - Industrial
								\$ 1,274,159.20	Total Amount To Be Collected
								1,271,761.65	Total Revenue Requirement
								\$ 2,397.55	Over (Under)-collection

**CALENDAR YEAR 2012 IRRF TIPPING FEES
AND IRRF-RELATED COLLECTION RATES**

East Bay Sanitary Service - El Cerrito (OPTION 3)

**I. Calendar Year 2012 IRRF Tipping Fees
(Per Ton of Solid Waste)**

<u>Customer Type</u>	<u>Year 2012 Tipping Fees Per Ton</u>	<u>2011</u>	<u>Increase</u>	<u>% Incr.</u>
El Cerrito Residential and Commercial Waste	\$ 135.88	\$ 145.40	\$ (9.52)	-6.5%
El Cerrito Industrial Waste	\$ 140.92	\$ 140.92	\$ -	0.0%
El Cerrito Mixed Yard Debris and Food Scraps	\$ 62.50	\$ 61.00	\$ 1.50	2.5%
El Cerrito Wood/Green Waste Box	\$ 50.34	\$ 49.50	\$ 0.84	1.7%

II. Calendar Year 2012 IRRF-Related Collection Rates

Can Service (based on 9,256 standard 35-gallon cans)

	<u>No Food Scraps</u>	<u>Food Scraps</u>	<u>Total 2012</u>	<u>2011</u>	<u>Increase</u>	<u>% Incr.</u>	<u>Can Count</u>	<u>Revenues</u>	
20-gallon			\$ 4.92	\$ 5.08	\$ (0.16)	-3.13%	2,476	\$ 12,184.54	
35-gallon	\$ 5.87	\$ 2.00	7.87	8.12	(0.25)	-3.13%	6,879	\$ 54,109.83	
64-gallon			15.74	16.25	(0.51)	-3.13%	526	\$ 8,280.07	
							9,881	\$ 74,574.44	
								\$ 894,893.33	To be collected by EBS
								921,610.24	Revenue Requirement
								\$ (26,716.91)	Over (Under)-collection
Bin Service (38,662 cubic yards)	\$ 7.34		\$ 7.34	\$ 7.34	\$ -	0.00%	\$ 283,779.08		Bin Service - Commercial
Box Service (681 tons)	\$ 140.92		\$ 140.92	\$ 140.92	\$ -	0.00%	\$ 95,966.52		Box Service - Industrial
							\$ 1,274,638.93		Total Amount To Be Collected
							1,271,761.65		Total Revenue Requirement
							\$ 2,877.29		Over (Under)-collection



AGENDA BILL

Agenda Item No. 5(D)

Date: November 7, 2011
To: El Cerrito City Council
From: Jerry Bradshaw, Public Works Director / City Engineer
Stephen Prée, Environmental Programs Manager
Subject: California River Parkways Grant Application

ACTION REQUESTED

Adopt a resolution approving the filing of a California River Parkways Grant application for the Fluvius Innominatus Channel Restoration Project.

BACKGROUND & ANALYSIS

In 2006 California voters passed Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act. It added to the Public Resources Code, Section 75050, authorizing the Legislature to appropriate the sum of sixty-two million dollars (\$62,000,000) for the acquisition, restoration, protection and development of river parkways in accordance with the California River Parkways Act of 2004. This is the final round of the Prop 84 River Parkways Grant Program with \$30 million available for awards.

Eligible grant projects must involve natural creeks, streams and/or rivers, even if they flow only during the rainy season, or channelized or culverted creeks, streams and/or rivers.

Projects must meet at least **two** of the following five statutory conditions:

1. **Recreation** - Provide compatible recreational opportunities, including trails for strolling, hiking, bicycling and equestrian uses along rivers and streams.
2. **Habitat** - Protect, improve, or restore riverine or riparian habitat, including benefits to wildlife habitat and water quality.
3. **Flood Management** - Maintain or restore the open space character of lands along rivers and streams so that they are compatible with periodic flooding as part of a flood management plan or project.
4. **Conversion to River Parkways** - Convert existing developed riverfront land into uses consistent with river parkways.
5. **Conservation and Interpretive Enhancement** - Provide facilities to support or interpret river or stream restoration or other conservation activities.

City staff evaluated potential projects that met the criteria established by the grant program. The project that appeared both most competitive and consistent with both the City's and the River Parkways program's priorities involve the unnamed drainage area between the Cerrito Creek and the Baxter Creek watersheds (tentatively named Fluvius Innominatus by the Oakland Museum on their recent "*Creek and Watershed Map of Richmond & Vicinity*"). Fluvius drains the area from

Agenda Item No.5(D)

Camp Herms to the Hoffman Marsh, and one branch of this watershed includes an open drainage channel running along the Ohlone Greenway from Schmidt Lane to Portola Drive. This channel was created as part of the 1996 Phase 2C of the Storm Drain and Creek Restoration Program; a previous storm drain pipe was day-lighted into the configuration we see today.

However, it has been observed that an inordinate amount of silt collects at the upstream end of this open channel and partially blocks the path of the water. During heavy storms, the channel occasionally overflows onto the Ohlone Greenway and the adjacent parking lot of the Village at Town Center. On one occasion, Public Works crews removed the silt in an emergency effort to clear the drainage path.

In 2008 staff consulted with the designers of the Baxter Creek Gateway creek restoration project (Restoration Design Group, or RDG), and has been advised that redesigned modifications could be effective at managing the silt load along this stretch of open channel as well as enhancing the overall environment of the area. The proposed project would re-shape the creek and its banks creating a stream channel contained within a modest flood plain similar to the Baxter Creek Gateway restoration. A concept plan is attached for reference.

Over the past several years, staff has been involved in two major planning projects along the Ohlone Greenway: the Ohlone Greenway Master Plan, and the BART Seismic Retrofit project. This creek restoration work was incorporated into both plans to the extent that the pedestrian and bike pathway alignments have been designed to allow for additional grading work within the creek area and the creation of a more meandering stream per the March 2008 Watershed Analysis and Design Memo from DRG. Additionally, the Master Plan identifies "restoring or improving daylighted or culverted streams and creek areas" as an opportunity.

The El Cerrito General Plan includes this "Key Principle": The preservation and enhancement of natural features – trees, creeks, natural open space areas - and historical features will be a high priority for the City of El Cerrito. It also includes Community Design Goal CD3/Policy 3.5: Creek Preservation: Where possible, preserve and restore natural drainage ways as parts of the storm drainage system, coordinating with recreational and trail use.

The goals of this project are to improve storm water management, water quality, biodiversity, native habitat, and public environmental education. The River Parkways grant is an excellent opportunity to obtain funding for this project. Specifically, the project would meet the grant program statutory goals of 2) Habitat and 5) Conservation and Interpretive Enhancement.

The cost estimate for the project is shown below:

<i>Project Management/Admin</i>	<i>\$ 25,000</i>
<i>Planning, Design & Permitting</i>	<i>112,900</i>
<i>Implementation/Construction</i>	<i>283,000</i>
<i>Plant Establishment & Project Assessment</i>	<i>144,900</i>
<i>Contingency</i>	<i>56,580</i>
<i>TOTAL</i>	<i>\$ 622,380</i>

Due to the grant guidelines and timeline, the application was submitted on the application deadline of October 14, 2011. Grant guidelines, however, require City Council approval of the application

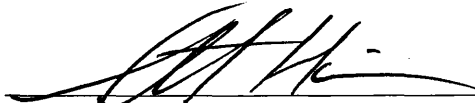
and allow the approval (resolution) to be submitted after the application but prior to any recommendation of funding. Approval and submittal of the attached resolution will satisfy the program's requirements.

FINANCIAL CONSIDERATIONS

This project is not currently in the Capital Improvement Program (CIP) and there is no funding allocated for it. If successful, the CIP would be amended to include it.

The total grant request from the River Parkways program is for \$622,380. There are no matching funds required for this project. The request includes funds for all aspects of design and implementation of the project, including City personnel costs. If awarded, the project will be designed to provide an attractive environment that requires minimal landscape maintenance and promotes community stewardship.

Reviewed by:



Scott Hanin, City Manager

Attachments:

1. Accompanying Resolution
2. Concept Plan

RESOLUTION 2011 – XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO
APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE CALIFORNIA RIVER
PARKWAYS GRANT PROGRAM UNDER THE SAFE DRINKING WATER, WATER QUALITY
AND SUPPLY, FLOOD CONTROL, RIVER AND COASTAL PROTECTION BOND ACT OF 2006
(Proposition 84)

WHEREAS, the Legislature and Governor of the State of California have provided funds for the program shown above; and

WHEREAS, the California Natural Resources Agency is responsible for the administration of this grant program, establishing necessary procedures; and

WHEREAS, said procedures established by the California Natural Resources Agency require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the State; and

WHEREAS, the Applicant, if selected, will enter into an agreement with the State of California to carry out the project

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of El Cerrito hereby:

1. Approves the filing of an application for the Fluvius Innominatus Channel Restoration Project; and
2. Certifies that the City as Applicant, understands the assurances and certification in the application; and;
3. Certifies that Applicant or title holder will have sufficient funds to operate and maintain the project(s) consistent with the land tenure requirements; or will secure the resources to do so; and;
4. Certifies that it will comply with all provisions of Section 1771.5 of the California Labor Code; and,
5. If applicable, certifies that the project will comply with any laws and regulations including, but not limited to, the California Environmental Quality Act (CEQA), legal requirements for building codes, health and safety codes, disabled access laws, and, that prior to commencement of construction, all applicable permits will have been obtained; and,
6. Certifies that applicant will work towards the State Planning Priorities intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety as included in Government Code Section 65041.1, and
7. Appoints the City Manager, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on November 7, 2011 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

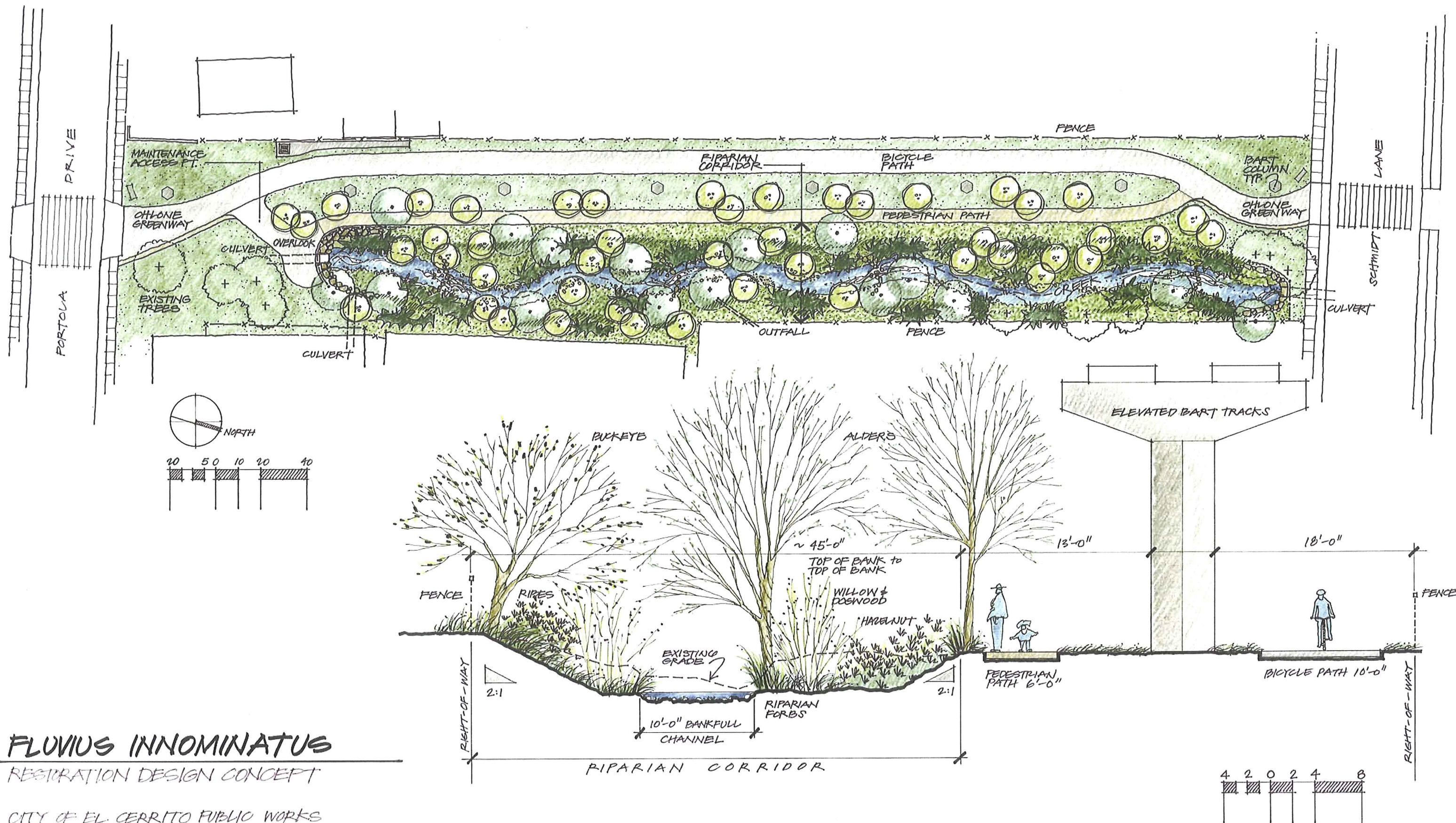
ABSENT: COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on November __, 2011.

Cheryl Morse, City Clerk

APPROVED:

Ann Cheng, Mayor





AGENDA BILL

Agenda Item No. 7(A)

Date: November 7, 2011
To: El Cerrito City Council
From: Sean Moss, Senior Planner
Karen Pinkos, Assistant City Manager
Subject: Animals Ordinance

ACTION REQUESTED

Introduce by title, waive any further first reading and approve an ordinance amending Title 7, "Animals," of the El Cerrito Municipal Code.

BACKGROUND

With the recent growth of the sustainability movement, the local food movement, increased awareness regarding other environmental issues, and the general downturn in the economy, there has been a renewed interest in keeping chickens, bees, goats and other animals that can be raised for sustainable purposes and food production. In May 2009, the Environmental Quality Committee (EQC) received requests from El Cerrito residents for the City to foster this interest, which staff determined would necessitate changes to El Cerrito Municipal Code (ECMC) Title 7, "Animals."

The code currently states that "No person shall keep any animal weighing more than three pounds, except a cat or dog, any fowl or bird weighing more than one-half pound, any venomous or poisonous reptile, or any bees within the city without first having obtained a use permit from the city Planning Commission pursuant to Chapter 19.40." Community feedback to the EQC suggested that the keeping of such animals be allowed by right and/or a process developed that would make the ability to keep such animals easier and cost effective for residents.

After a series of meetings, the EQC produced a memo with recommendations for changes to the ordinance, which was forwarded to the Planning Commission. The Planning Commission conducted a study session on the Animals Ordinance in December 2009. The Planning Commission was generally interested in allowing most common animals to be kept by right at a "hobby level," meaning a relatively small-scale, non-commercial operation.

City staff developed a draft ordinance based on both the recommendations of the EQC and the Planning Commission. The draft ordinance was brought back to the EQC at their meeting in May 2010. A community meeting was then held in August 2010 to discuss the draft ordinance and the proposed revisions. After much public comment and feedback, the City Council conducted a study session on the Animals Ordinance in

March 2011. The Council provided comments on the proposed revisions and directed staff to return with a revised ordinance which addressed the Council's comments.

ANALYSIS

The following revisions have been made to the draft ordinance in response to the City Council's comments from the March study session:

1. Adding a process for approval of some exceptions with the unanimous consent of adjacent property owners.

By obtaining written consent of all directly adjacent property owners, certain exceptions would be allowed. This would most likely be done through submittal of notarized authorization of each property owner. The following exceptions would be allowed through this process:

- a. Five or six chickens on single family properties at least 4,000 square feet.
- b. Up to four chickens on single family properties less than 4,000 square feet.
- c. Chicken coops closer than 20 feet to dwelling units on adjacent properties.
- d. Two or three beehives on single family properties at least 5,000 square feet.
- e. One beehive on single family properties at less than 5,000 square feet.
- f. Beehives closer than 20 feet to dwelling units on adjacent properties or closer than 5 feet to property lines.

By requiring unanimous neighbor consent for these exceptions, the property owners most impacted by the increased number of animals or closer location of coop/hive would have a mandatory role in the approval process. The unanimous neighbor consent process would reduce the permit processing time and submittal requirements for the listed exceptions. Residents who are not able to produce written consent of each adjacent property owner would need either to follow the standards allowed by right or apply for an exception through the Conditional Use Permit process.

2. Removing the requirement for a Conditional Use Permit to keep some animals on single family properties which are adjacent to multi-family properties.

The previous draft would have required residents who wished to keep chickens, bees and pigs on properties adjacent to multi-family dwelling units to receive approval of a Conditional Use Permit before doing so. This requirement was based on the logic that the increased number of adjacent units represented a

potential impact to a greater number of residents. At the study session, several Council Members felt that this distinction was unnecessary. The requirement has been removed.

3. Adding an allowance for goats to be kept on a temporary basis for weed abatement.

Up to one goat would be allowed per 7,500 square feet of property area for a period of up to 60 days for weed abatement purposes. Weed abatement with goats would be allowed once every 12 months.

4. Adding detail to the general provision regarding sanitation and adding a general provision that refers directly to the Chapter 8.34: Nuisances.

At the March study session, several City Council Members asked staff to analyze a ban on animal slaughter. The City Attorney examined the issue and made a series of recommendations. The options for addressing animal slaughter that the City Attorney examined were: 1) Do nothing; 2) Ban animal slaughter; 3) Limit animal slaughter to industrial areas of the City; and 4) Allow animal slaughter but adopt regulations regarding health, sanitation, and nuisances.

Since the Council expressed interest in banning animal slaughter, the first option did not address the Council's comments and was disregarded. Because the City does not currently have any industrial zoning districts, the third option would be a de facto ban on animal slaughter. Alternately, the Council could limit animal slaughter to commercial areas or certain commercial zoning districts, but since staff is unaware of any businesses that currently slaughter animals in the City and the likelihood of any such future businesses seems low, this option seems unnecessary.

The City Attorney expressed legal concerns regarding option two. The City Attorney recommended that if the Council adopted a ban on animal slaughter that the ban be carefully crafted in order to avoid constitutional issues and unintended restrictions. The City may not directly interfere with religious expression by adopting a regulation that bans religious conduct, such as animal sacrifice. The City may enact a general ban on certain types of slaughter without reference to religious activities. However, the City Attorney did not recommend this approach because the City would need to carefully implement this regulation to avoid constitutional issues. In addition, staff had some concerns regarding unintended restrictions of a ban on animal slaughter. For example, grocery stores and fishmongers sell live lobsters which patrons can

cook at home. Also, some types of pets, such as certain reptiles, eat other live animals. A ban on animal slaughter would have to be delicately crafted so as not to prohibit these and other unforeseen commonplace activities.

The City Attorney instead recommended that the Council adopt health, sanitation and nuisance regulations for animal slaughter that occurs on residentially zoned parcels within the City. This would address the potential impacts of animal slaughter without creating potential constitutional issues or inadvertently banning commonplace activities. In revising the ordinance, staff followed the recommendations of the City Attorney and revised the sanitation and nuisance requirements of the ordinance accordingly to address potential impacts of animal slaughter. The sanitation requirement would require areas where animals are kept to be kept clean. All waste would be required to be removed daily or more often as necessary to maintain a sanitary environment. In addition, an explicit reference to the City's Municipal Code governing nuisances has been added to the Animals Ordinance. The City would have enforcement authority over any nuisance conditions which resulted from animal slaughter. Additionally, the ordinance has a standard for animal noise in addition to the standards in the County Animal Control Code. It is staff's determination that these provisions will effectively mitigate any impacts resulting from animal slaughter on residentially zoned properties.

5. Section 7.12: Dogs.

The Animals Ordinance has a section which governs dogs. The existing section requires that dogs be leashed when on a property other than that of its owner. The existing section also contains provisions which the City Attorney felt conflicted with the County Animal Control Code and State law. Staff wanted to retain the leash law as well as add a provision that would require dog owners to clean up after their dogs. The proposed new language in this section contains both of these provisions and brings the section into conformance with the County Animal Control Code and State law.

Staff recommends that the revisions to the Animals ordinance not take effect until April 1, 2012. This would allow staff time to develop the forms and procedures necessary to implement this ordinance. This timeframe would also provide staff the opportunity to develop public information and provide outreach to residents regarding the new programs.

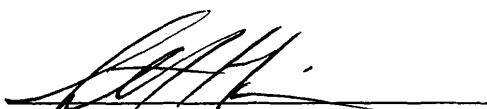
FINANCIAL CONSIDERATIONS

Should the City Council enact this ordinance, staff will return at a future meeting with proposed fees for the new permits to amend the Master Fee Schedule accordingly. Staff will calculate these fees based on the cost of the service, but it is anticipated that the new permits will be comparable in cost to other over-the-counter permits.

LEGAL CONSIDERATIONS

As previously noted, City staff worked with the City Attorney to create and review the new language for this ordinance.

Reviewed by:

A handwritten signature in black ink, appearing to read 'S. Hanin', is written over a horizontal line.

Scott Hanin
City Manager

Attachments:

1. Ordinance 2011-XX

ORDINANCE NO. 2011-XX

AN ORDINANCE OF THE CITY OF EL CERRITO AMENDING TITLE 7 ("ANIMALS") OF THE EL CERRITO MUNICIPAL CODE BY AMENDING CHAPTER 7.04 ("COUNTY REGULATIONS"), ADDING A NEW CHAPTER 7.06 ("DEFINITIONS") AND REPEALING AND RE-ENACTING CHAPTERS 7.08 ("KEEPING OF ANIMALS") AND CHAPTER 7.12 ("DOGS")

THE CITY COUNCIL OF THE CITY OF EL CERRITO DOES HEREBY ORDAIN AS FOLLOWS:

DIVISION I.

Title 7 ("Animals") of the El Cerrito Municipal Code is hereby amended with the following additions and deletions to read as follows (additions in underline, deletions in ~~strikethrough~~):

**TITLE 7
ANIMALS**

Chapter 7.04 County Regulations

Chapter 7.06 Definitions

Chapter 7.08 Keeping of Animals

Chapter 7.12 Dogs

Chapter 7.04 County Regulations

Section 7.04.010 Adoption by reference of county's animal control code. ~~The board of supervisors of the county, County Board of Supervisors, an agency of the state within the meaning of Government Code Section 50022.1, has adopted County Ordinances Nos. 80-97 and 83-10 being a codification of provisions for animal control services (and constituting Division 416 of the County Ordinance Code.), and it is a code within the meaning of Government Code Section 50022.2; and e-Certified copies of it~~ Division 416 of the County Code are and have been on file with the eCity eClerk where they are open to public inspections, all as required by Government Code Section 50022.3. ~~This~~ The County animal control code and any amendments thereto are referred to and adopted by this reference as part of the this city ordinance, as provided for in Government Code Section 50022.2 to the extent not inconsistent with the provisions of this ~~chapter~~ Title.

~~Section 7.04.015 Penalties.~~

~~A. Notwithstanding Section 1.08.030 of the El Cerrito Municipal Code, and pursuant to Food and Agricultural Code Section 31401, violations of Division 416 of the County Code, incorporated by reference by El Cerrito Municipal Code Section 7.04.010, excepting Chapter 416-10 and Article 416-12.2, are punishable by a fine of not more than fifty dollars for the first offense, and not more than one hundred dollars for the second or subsequent offense.~~

~~B. Notwithstanding subsection (A) above, violation of section 416-4.404, Abandonment, excluding abandonments under Section 416-8.014, is a misdemeanor and punishable as such.~~

Section 7.04.015 Penalties. Penalties for violations of this title shall be imposed pursuant to Title 1 of the El Cerrito Municipal Code.

Section 7.04.020 Request enforcement in city. The county ordinance referred to and adopted contains the provisions of those sections of the California Food and Agricultural Code referred to in Section 30501, and therefore the city ordinance constitutes the city's request that the provisions of the county ordinance be applicable within the city, and they shall hereafter so apply, pursuant to Food and Agricultural Code Section 30501.

Chapter 7.06 Definitions

Section 7.06.010 Definitions. The following words and phrases, when used in this title, are defined as follows:

- A. "Amphibian" shall mean member of the class *Amphibia*, including, but not limited to, frogs, toads and salamanders.
- B. "Animal" shall mean a member of the kingdom *Animalia*.
- C. "Arthropod" shall mean member of the phylum *Arthropoda*.
- D. "Beehive" shall mean a box, receptacle or container, typically a Langstroth hive, designed to house one Honeybee colony for the purpose of beekeeping.
- E. "Bird" shall mean a member of the class *Aves*.
- F. "Cat" shall mean a member of the species *Felis catus*.
- G. "Chicken" shall mean a member of the subspecies *Gallus gallus domesticus*.
- H. "Coop" shall mean a roofed structure where chickens typically roost.
- I. "Domestic" shall mean animals bred to be accustomed to human provision and control that are typically kept as pets.
- J. "Dog" shall mean a member of the subspecies *Canis lupus familiaris*.
- K. "Fish" shall mean an aquatic vertebrate that is covered with scales, as well as other commonly kept aquatic animals, including, but not limited to, shrimp, snails, and live coral.
- L. "Fowl" shall mean a member of the superorder *Galloanserae*, including, but not limited to, ducks, geese, and turkeys.
- M. "Goat" shall mean a member of the subspecies *Capra aegagrus hircus*.
- N. "Goat Weed Abatement Permit" shall mean an over-the-counter, administrative check to ensure that Goats are kept in compliance with Section 7.08.020 (M)(2).
- O. "Hen" shall mean a female Chicken.
- P. "Honeybee" shall mean a member of the genus *Apis*.
- Q. "Honeybee Keeping Clearance" shall mean an over-the-counter, administrative check to ensure that Honeybees are kept in compliance with this title.
- R. "Insect" shall mean a member of the class *Insecta*.

- S. "Livestock" shall mean an animal typically domesticated for the purpose of food, fiber or labor production, including, but not limited to, horses, cattle, sheep, mules, llamas, alpacas, ostriches, emus, and peacocks.
- T. "Pen" shall mean an enclosure used to confine animals to a specific area
- U. "Pig" shall mean a member of the subspecies *Sus scrofa domesticus*.
- V. "Rabbit" shall mean a member of the family *Leporidae*.
- W. "Reptile" shall mean a member of the class *Reptilia*, including, but not limited to, lizards, snakes, and turtles.
- X. "Residential Chicken Clearance" shall mean an over-the-counter, administrative check to ensure that Chickens are kept in compliance with this title.
- Y. "Rodent" shall mean a member of the order *Rodentia*, including, but not limited to, mice, hamsters, and guinea pigs.
- Z. "Rooster" shall mean a male Chicken.
- AA. "Wild Animals" shall mean those animals as defined in the Contra Costa County Code.

Chapter 7.08 Keeping of Animals

~~Section 7.08.010 – Permitted animals. The following animals are permitted within the city subject to the provisions of this chapter: cats; dogs; fowls and birds weighing less than one half pound; any other animal weighing less than three pounds except as otherwise provided herein.~~

~~Section 7.08.020 – Animals requiring use permits. No person shall keep any animal weighing more than three pounds, except a cat or dog, any fowl or bird weighing more than one half pound, any venomous or poisonous reptile, or any bees within the city without first having obtained a use permit from the city planning commission pursuant to Chapter 19.40 of this code.~~

~~Section 7.08.030 – Separation from neighbors. No fowl, bird, rabbit, hare or rodent shall be kept outside of a home or within twenty feet of a property line.~~

~~Section 7.08.040 – Animal noise. No fowl, bird or animal of any sort, kept within the city shall be allowed to disturb neighbors with its noise between sunset and one half hour after sunrise.~~

~~Section 7.08.050 – Staking animals. No person shall keep an animal weighing more than fifty pounds on any premises not surrounded by a fence sufficient to contain such animal, unless the same shall be so securely staked, tied or fastened as to prevent it breaking away and running at large.~~

~~Section 7.08.060 – Animals – Sale. It is unlawful for any person, firm, or corporation to display, sell, offer for sale, barter or give away any baby chicks, rabbits, ducklings or other fowl, turtles or lizards, as pets or novelties, whether or not dyed, colored, or otherwise artificially treated. This section shall not be construed to prohibit the display or sale of natural chicks, rabbits, ducklings or other fowl in proper facilities by dealers, hatcheries, or stores engaged in the business of selling the same to be raised for food purposes.~~

~~Section 7.08.070 – Animal hospitals. No person shall establish, conduct or maintain any stable, hospital or other place for the treatment of diseased or injured animals within the~~

city without first applying for and receiving a use permit from the planning commission so to do.

~~Section 7.08.080—Conditions for keeping certain animals. Whenever in this chapter a use permit from the planning commission is required, such permit shall be in writing and shall state therein the conditions upon which it is granted. It shall state the name and address of the responsible owner or applicant. Any permit shall be revocable at any time should the permittee fail to comply with all of its said conditions. A copy of the permit shall be presented to the county animal control director or to the city manager upon request.~~

~~7.08.090—Violations—Penalties. Any animal, fowl, bird, or reptile in violation of this ordinance and any applicable use permit must be removed from the city, permanently, by its owner. Any violation of the conditions of this chapter is a nuisance per se.~~

Section 7.08.010 General Provisions. The following provisions shall apply to the keeping of any Animal in the City of Cerrito:

- A. Public Health and Safety. It shall be unlawful and shall constitute a nuisance to keep any Animal that poses a threat to public health or public safety.
- B. Animal Noise. In addition to those provisions in Section 416-12.202 of the Contra Costa County Ordinance (as amended), no Animal shall be permitted to disturb neighbors with its noise between sunset and one-half hour after sunrise.
- C. Sanitation. It shall be unlawful and shall constitute a nuisance for any person to keep animals and all premises, enclosures or structures wherein animals are kept in an unsanitary manner. Such Animals and premises shall be kept free of obnoxious odors. All debris, refuse, manure, urine, food waste, or other Animal byproduct shall be removed from all premises, enclosures or structures wherein Animals are kept every day or more often as necessary.
- D. Nuisances. All Animals and premises, enclosures or structures wherein animals are kept shall conform to the standards and procedures established in Chapter 8.34: Nuisances.
- E. Animal-related Businesses. No business resulting from the keeping of animals, including, but not limited to, breeding animals, boarding animals, and sale of animal derived products shall be permitted as a home occupation without approval of a conditional use permit.

Section 7.08.020 Animals Permitted by Right and with Use Permits. The following Domestic Animals are permitted subject to the provisions of this Title:

- A. Dogs.
- B. Cats.
- C. Rodents.
- D. Rabbits.
- E. Fish.
- F. Reptiles and Amphibians.
- G. Chickens.

1. Prohibitions on Roosters. Only Hens are permitted pursuant to this Chapter. Roosters are prohibited.
 2. Limitation on Number. A maximum of four Chickens are permitted on properties of at least 4,000 square feet that contain single-family residential dwelling units, as long as the property owner holds a valid Residential Chicken Clearance.
 3. Enclosure Requirement. Chickens shall be kept in a Pen which is sufficient to contain Chickens.
 4. Location of Coops. Chicken Coops shall not be located closer than 20 feet to dwelling units on adjacent properties. Coops of 120 square feet and smaller shall not be subject to Section 19.06.030(T).
 5. Exceptions.
 - a. Unanimous Consent of Adjacent Property Owners. Exceptions to Subsection 2, above, allowing up to six Chickens on properties of at least 4,000 square feet that contain single-family residential dwelling units or allowing up to four Chickens on properties less than 4,000 square feet containing single family dwelling units and exceptions to Subsection 4, above, shall be permitted with written consent of the owner of every property which directly abuts the property on which chickens would be kept.
 - b. Conditional Use Permit. Any exceptions to Subsections 2 and 4, above, which have not secured unanimous consent of all adjacent property owners, shall be permitted with a conditional use permit.
- H. Other Fowl. Fowl, other than Chickens, shall not be permitted without a conditional use permit.
- I. Other Birds.
1. Use Permit Required. Birds that are kept from flying at-large and kept indoors shall be permitted. Birds that are permitted to fly at-large or birds that are kept outdoors shall not be permitted without a conditional use permit.
- J. Honeybees.
1. Number of Hives. A maximum of one Beehive shall be permitted by right on properties of at least 5,000 square feet that contain a single-family dwelling unit, as long as the property owner holds a Honeybee Keeping Clearance. The following situations require a conditional use permit: any number of Honeybees kept on properties containing multi-family dwelling units; any number of Honeybees kept on properties smaller than 5,000 square feet that contain a single-family dwelling unit; and three or more hives on properties of at least 5,000 square feet that contain single-family residential dwelling units.
 2. Location of Beehives. Beehives shall be located behind the principal structure on the property. Beehives shall not be located closer than 20 feet to dwellings on adjacent properties or 5 feet from a property line. Beehives shall not be subject to Section 19.06.030(T).

3. Notice. Upon determining that a Honeybee Keeping Clearance application is complete, the Zoning Administrator shall mail notice to the owners of all properties which directly abut the property for which a Honeybee Keeping Clearance application has been submitted. The notice shall contain the date on which the Honeybee Keeping Clearance will take effect. The Honeybee Keeping Clearance shall become effective no fewer than 14 days after the date of the notice.

4. Exceptions.

- a. Unanimous Consent of Adjacent Property Owners. Exceptions to Subsections 1 and 2, above, allowing up to three Beehives on properties of at least 5,000 square feet that contain single-family residential dwelling units or allowing up to one Beehive on properties less than 5,000 square feet containing single family dwelling units shall be permitted with written consent of the owner of every property which directly abuts the property on which Honeybees would be kept.
- b. Conditional Use Permit. Any exceptions to Subsections 1 and 2, above, which have not secured unanimous consent of all adjacent property owners, shall be permitted with a conditional use permit.

K. Insects. Insects, other than Honeybees, and other commonly kept Arthropods, including but not limited to, ants, spiders, millipedes, and hermit crabs.

L. Pigs.

1. Limitation on Size. Pigs over 150 pounds shall not be permitted without a conditional use permit.
2. Maximum Number. A maximum of two Pigs shall be permitted on properties of at least 5,000 square feet that contain single-family residential dwelling units, subject to approval of an administrative use permit. The following situations will require a conditional use permit: more than two Pigs on lots containing single family residences; any number of Pigs on properties containing multi-family dwelling units; or any number of Pigs on properties smaller than 5,000 square feet.
3. Enclosure Requirement. All Pigs shall be kept in a Pen sufficient to hold Pigs.
4. Enclosure Setbacks. Enclosures for Pigs shall not be located closer than 20 feet to dwellings on adjacent properties or 5 feet from a property line.

M. Goats.

1. Use Permit Required. Goats shall be permitted on properties at least 10,000 square feet in size, subject to approval of an administrative use permit. Goats shall be permitted on properties less than 10,000 square feet in size subject to approval of a conditional use permit.

2. Temporary Weed Abatement. Goats shall be allowed on lots of at least 7,500 square feet for the purpose of weed abatement for a period not to exceed 60 days as long as the property owner holds a valid Goat Weed Abatement Permit. One Goat shall be permitted per 7,500 square foot of property. No more than one weed abatement period shall be permitted every 12 months. Goats shall be confined to the area undergoing weed abatement.

N. Other Livestock.

1. Use Permit Required. Livestock, other than Goats, Pigs and Chickens, shall not be permitted without approval of a conditional use permit.

O. Wild Animals. Wild or exotic animals shall be defined and regulated as provided in the Contra Costa County Code. Wild animals shall not be permitted without approval of a conditional use permit.

Section 7.08.030 Prohibited Animals. It shall be unlawful to keep any animal in the City of El Cerrito unless the animal is permitted by right or has a valid use permit pursuant to Section 7.08.020, or satisfies an exemption pursuant to Section 7.08.020.

Section 7.08.040 Exceptions.

- A. Temporary Uses. The Zoning Administrator or the Planning Commission may permit exceptions to the standards of this Title on a temporary basis subject to Chapter 19.35 (Temporary Uses).
- B. Museums and Scientific Institutions. Any museum, educational institution or scientific institution with a valid permit from the state or federal government for ownership, harboring or maintenance of Animals is exempt from the provisions of this title.
- C. Law Enforcement. Animals used by law enforcement agencies shall not be subject to the provisions of this title.

Chapter 7.12 Dogs

~~Section 7.12.010 — Vicious dog. When the county animal control director finds or is informed that any dog in the city is vicious or otherwise a public menace, he shall cause an investigation to be made to determine same. The animal services department of Contra Costa County is authorized to undertake any activity in conformity with the county animal control ordinance, which ordinance has been adopted by reference by the city pursuant to Chapter 7.04.~~

~~Section 7.12.020 — Dangerous behavior. It is unlawful for any person having possession of any dog to permit the same to attack, chase, destroy, or offend any person or property, or to disturb the public peace and welfare of this city. Examples of dangerous and unlawful acts as above defined include, but are not limited to, the following:~~

- ~~A. A dog biting or attacking another dog, or a person, or other animal;~~
- ~~B. A dog jumping on, knocking down, scratching, chasing or otherwise molesting people;~~
- ~~C. A dog chasing a bicycle, an automobile, or any other conveyance;~~

~~D. A dog with a distemper, or a dog having a fit.~~

~~Section 7.12.030 Disturbance of public peace and welfare.~~

~~A. It is unlawful and shall constitute a nuisance per se for any person having possession of any dog to permit the same to disturb the public peace and welfare by barking, teasing other pets or animals, jumping fences, spilling garbage cans, excreting on property other than that of its owner, giving birth on the street, lying on the sidewalk so as to block it, burying objects of any sort on property other than that of its owner, or running loose on school property.~~

~~B. It is unlawful and shall constitute a nuisance per se for any person having possession of any dog to allow it outside without having a fence capable of containing same, except when the dog is on a leash.~~

~~C. It is unlawful and shall constitute a nuisance per se for any person having possession of any dog to allow it to take a newspaper or any other item or belonging from property other than that of its owner.~~

~~Section 7.12.040 Impoundment. Any dog reported committing an unlawful act as defined in Section 7.12.020 may be impounded by the county animal services department and dealt with in accordance with Division 414 of the Contra Costa County Code. The owner of such dog must pay the impounding and boarding fees in order to redeem such dog.~~

~~Section 7.12.050 Violations. Any dog found to have committed dangerous acts, as described in Section 7.12.020, on two or more occasions shall be deemed a menace and regulated as described under Section 7.12.010. In addition to enforcement by the county animal services director, violations of this chapter shall be a misdemeanor except that violation of Section 7.12.030 shall be an infraction punishable by a fine of fifty dollars and a nuisance per se.~~

Section 7.12.010 Dogs must be leashed. A person owning, possessing, or controlling a dog shall ensure that such animal be under effective restraint by a leash, as provided in Section 416-4.2 of the Contra Costa County Code.

Section 7.12.020 Nuisance. It shall be unlawful and a nuisance for the owner or person having custody of a dog to permit the dog to excrete on a property other than that of its owner without disposing of the waste.

Section 7.12.030 Impoundment. All dogs found to be in violation of this code, the provisions of Division 14 of the Agricultural Code or any provisions of Division 416 of the Contra Costa County Ordinance may be impounded by the El Cerrito Police Department or the County Animal Services Department and dealt with in accordance with Division 416-8 of the Contra Costa County Code, including all noticing provisions in Section 416-8.006. The owner of such dog must pay the impounding and boarding fees in order to redeem such dog.

Section 7.12.040 Potentially Dangerous or Dangerous Dogs. When any dog in the city may be a "potentially dangerous animal" or "dangerous animal" pursuant to Section 416-12.402 and 416-12.404 of the Contra Costa County Ordinance, the County Animal Services Director shall cause an investigation to be made to determine same. The Animal

Agenda Item No. 7(A)
Attachment 1

Services Department of Contra Costa County is authorized to undertake any activity in conformity with the county animal control ordinance, which ordinance has been adopted by reference by the city pursuant to Chapter 7.02.

Section 7.12.050 Violations. In addition to enforcement by the County Animal Services Director, violations of this chapter shall be a nuisance per se and/or a misdemeanor and/or an infraction punishable by fines as set forth in Title 1 of the El Cerrito Municipal Code.

DIVISION II. CEQA.

The ordinance is not a project within the meaning of Section 15378 of the California Environmental Quality Act (CEQA) Guidelines because it will have no potential for resulting in a direct or reasonably foreseeable indirect physical change in the environment.

DIVISION III. SEVERABILITY.

If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

DIVISION IV. EFFECTIVE DATE.

This ordinance shall take effect on April 1, 2012 and shall within fifteen (15) days after passage, be posted in accordance with Section 36933 of the Government Code of the State of California with the names of those City Councilmembers voting for and against it.

The foregoing ordinance was introduced at a regular meeting of the City Council of the City of El Cerrito, held on November 7, 2011.

Adopted and ordered published at a meeting of the City Council for the City of El Cerrito held on the _____ day of _____, 2011 by the following vote:

APPROVED:

Ann Cheng, Mayor

ATTEST:

Cheryl Morse, City Clerk

ORDINANCE CERTIFICATION

I, Cheryl Morse, City Clerk of the City of El Cerrito, do hereby certify that this Ordinance is true and correct original Ordinance No. 2011-_____ of the City of El Cerrito; that said Ordinance was duly enacted and adopted by the City Council of the City of El Cerrito at a meeting of the City Council held on the _____ day of November, 2011; and that said Ordinance has been published and/posted in the manner required by law.

WITNESS my hand and the Official Seal of the City of El Cerrito, California, this _____ day of _____, 2011

Cheryl Morse, City Clerk



AGENDA BILL

Agenda Item No. 7(B)

Date: November 7, 2011
To: El Cerrito City Council
From: Scott Hanin, City Manager
Sky Woodruff, City Attorney
Subject: Continuation of City Charter Discussion – Possible Next Steps

ACTION REQUESTED

Consider possible next steps and provide direction on the potential development of a city charter which could include any of the following options: deferring the item, expediting the process or including a charter review as a part of a larger strategic planning process.

BACKGROUND

On October 3, 2011, the City Council received a presentation from the City Manager and City Attorney on the differences between a charter city and general law city, the process for becoming a charter city and some of the advantages and disadvantages of implementing a city charter. As a result, additional information on land use impacts and revenue alternatives was requested, as well as more detail on the timeline for implementation should the City Council wish to go forward with a city charter.

ANALYSIS

As requested, the following provides more information on charter cities and their ability to generate revenue and expanded land use powers. Many laws that authorize cities to levy taxes and assessments limit the uses of the revenue. Those limits do not apply to charter cities.

Additional Revenue Powers of Charter Cities

General law cities' power to raise revenue derives primarily from state law and is subject to the limitations imposed by the statutes that grant the authority. So, for example, general law cities may use assessments and some taxes only for limited purposes. Examples of assessments and taxes include:

- Landscape and Lighting Act of 1972: installation, construction, and maintenance of landscaping; ornamentation; street lighting, including traffic signals; curbs, gutters, sidewalks, and drainage; parks and recreational facilities; community centers, auditoriums, and public performance space.
- Benefit Assessment Act of 1982: Maintenance of drainage; flood control; street lighting; streets, roads, or highways.
- Mello-Roos Community Facilities Act of 1982: Facilities--local parks, recreation, open-space, schools, libraries, child care centers, water/power/gas facilities. Services—police, fire, recreation, park maintenance.

Agenda Item No. 7(B)

In contrast, charter cities may levy assessments for any purpose and may create a taxing structure similar to a Community Financing District (CFD) to levy taxes that may finance any facility or service. Additionally, in creating its own procedures for the approval of taxes, charter cities may have greater flexibility in deciding who votes—property owners or voters, depending upon the type of tax (this issue has not been fully addressed by the courts).

Although limited by Proposition 218, a charter city could authorize the use of assessments to fund a library or public safety building. A charter city could use a CFD-like tax to pay for environmental initiatives or storm drain facilities (including nonconventional projects like creek restoration).

While subject to voter approval, charter cities may also levy taxes unavailable to general law cities including a real property transfer tax, or a payroll tax. A charter city may levy an excise tax calculated upon a business's payroll expenses, in addition to calculating the tax as a flat rate on gross receipts or number of employees. Courts have held that, as long as a payroll tax is properly established, it is not a preempted income tax. It must be apportioned so that it is based only upon payroll for work within the charter city's jurisdiction. For example, San Francisco levies a general payroll tax of 1.5% of payroll expenses.

State law authorizes cities to create business improvement districts (BID) and to levy assessments on businesses in a BID to fund "activities and improvements" that benefit the businesses (Parking & Business Improvement Area Law of 1989 (Streets & Highways Code § 36500 et seq.) ("the 1989 Act")). Charter cities have the power to create their own BID-like structure by local ordinance. They may expand the uses of the revenue and establish their own procedure for district formation and approval of the assessment. Permitted uses of the 1989 Act for assessment revenue include:

- Activities—promotion of public events which benefit businesses in the area and which take place on or in public places within the area; furnishing of music in any public place in the area; promotion of tourism within the area; activities which benefit businesses located and operating in the area.
- Improvements—parking facilities, benches, trash receptacles, street lighting, decorations, parks, fountains

A charter city could use such assessments to fund an expanded security program, a façade improvement program, a seismic improvement program, an advertising program, and/or transit/pedestrian/bicycle-oriented improvements for accessing the district.

It is important to remember that charter cities are still subject to the procedural and substantive requirements of Propositions 218 and 26:

- Substantive requirements:
 - Assessments must separate special benefits and general benefits
 - The amount of the assessment must be based upon the special benefit that property owners receive from the facility or service

- The total amount of assessment may not exceed the cost of the special benefits conferred
- Procedural requirements:
 - Assessments must be approved by mail ballot by a majority of property owners, with votes weighted by the proportional financial obligation of each affected parcel
 - Taxes must be approved by voters or property owners. Only a simple majority is required to approve a general tax; two-thirds approval is required for special taxes
 - Proposition 218's substantive limitations on assessments affects the ability of charter cities to use them as broadly as described above

It should be noted that although a charter city could use an assessment to fund a public safety building, it may be impossible to show that property owners receive special benefits from the building in addition to the benefits to the general public. Even if a charter city could demonstrate a special benefit, the value of the special benefit may be so small relative to the total cost of the facility that the amount of the total assessment on property owners would not generate sufficient revenue to make financing the facility feasible.

Additional Planning and Land Use Powers of Charter Cities

In general, state planning and land use laws are "municipal affairs". Therefore, with a few exceptions, charter cities have slightly broader powers and autonomy to enact local land use regulations than do general law cities in certain areas of land use law. Many state law provisions regarding state and local planning, (including those requirements regarding general plans and specific plans) generally do not apply to charter cities.

The Government Code has fairly specific requirements regarding the preparation of and amendment to a city's general plan, which outlines the city's future development goals. Charter cities are still required to adopt a general plan with mandatory elements; and are subject to requirements in state law for housing elements, affordable housing, open space designation, and the Water Conservation in Landscaping Act. However, zoning ordinances do not need to be consistent with the charter city's General Plan. This allows charter cities more flexibility in expeditiously approving zoning changes for proposed development.

Charter cities may also establish their own general plan amendment process. Some cities have debated whether to subject major general plan amendments to a popular vote via a city charter. Others have different provisions, such as the City of Santa Barbara, where no amendments to the City's General Plan and Zoning Ordinance shall be effective unless approved by five (5) affirmative votes of the City Council, and upon that approval, the amendment will conclusively comply with the city charter. Charter cities are also not subject to Government Code Section 65358, which limits the number of general plan amendments to four per year.

Two other examples in which charter cities have more authority with respect to state planning and land use law include:

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- Charter cities are exempt from specific plan requirements; however, after a charter city adopts a specific plan, the city must make findings of consistency between the specific plan and any proposed tentative subdivision map prior to subdivision approval.
- California case law from the 1960s held that charter cities may, pursuant to programs established by local ordinance, require dedication of land as a condition of building permit approval. Subsequent United States Supreme Court decisions that require individualized analysis to determine that required dedications are roughly proportional to the impacts of a project may have invalidated those earlier decisions.

Nevertheless, there are significant limits on charter cities' home rule power to regulate land use and zoning, such as:

- The California Environmental Quality Act (CEQA)
- Mandatory elements of general plans, such as a housing element
- Open space plans and open space zoning
- Water Conservation in Landscaping Act
- Zoning hearing procedures
- Prohibition of housing discrimination
- Housing development approval standards
- Density bonus requirements
- State law limiting grounds for action against, and shortening statutes of limitations for, planning and zoning decisions;
- The Permit Streamlining Act
- The Subdivision Map Act
- Requirements for low- and moderate-income housing in coastal zones
- If the city adopts a second-unit ordinance, it must follow the procedures outlined in state law
- Interim zoning ordinance time limits and procedures
- State sovereign immunity

POSSIBLE NEXT STEPS

Based on our understanding of the issue, comments by the City Council, current City goals and long-term needs, it appears that there are three primary options for going forward:

1. Defer any action on the Charter until a later date. No further action is necessary at this time.
2. Direct an expedited process for charter implementation with the goal of placing a charter on the ballot in November 2012.
3. Consider an expanded scope and timeline which would be part of a larger strategic planning effort.

The following analysis/discussion will focus on options 2 and 3.

Option 2: Expedited Process

Although aggressive, there is time to place a Charter measure before the voters in November 2012. Typically, a successful ballot initiative requires at least one year in order to maximize the chances of success but it often can take longer depending on the need to build community consensus and support. In order to pursue this option, the following tasks and timeline would be necessary and/or recommended:

Task	Importance	Timing	Comments
Survey Research	High	ASAP 3 months	Has been successfully used to help determine voter priorities
Form Charter Review Committee	Strongly Recommended	ASAP 2-3 months	Alternatively, Council could develop charter
Charter Committee Review	Required 4-5 months	Begins after committee selection	Assume 7-10 meetings prior to report to Council
Committee Report to City Council	Required	June 2012	Report is intended to help Council make final decision on Charter content and if it should go before the voters
City Public Information Effort	Necessary/High	May-October	Must inform voters as to why this is being considered and how it would benefit the City
Charter Placed on Ballot	Required	July - August	If possible, should be done by consensus
Election	Required	November 2012	

Option 3: Broader Scope

As part of the development of the current City Mission Statement in early 2011, staff raised the possibility that it might be an opportune time to develop a broad Strategic Plan for the City. This Plan would develop the overriding framework for the City's vision and priorities for the future. A sample Strategic Plan is included as Attachment A. This Plan would include significant public input, could include or incorporate a capital needs assessment, help guide the General Plan Update and help better identify the positive impacts a Charter could have in meeting the Strategic Plan Goals. A Strategic Plan could also go forward without consideration of a City Charter. A very preliminary approach is shown below:

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Task	Importance	Timing	Comments
Survey Research	High	1) Early 2012 2) Late Spring early summer 2013	Has been successfully used to help determine voter priorities.
Develop and Implement Strategic Plan	High	Begin ASAP; Complete by March 2013	Would be facilitated by outside consultant. Timing to feed into budget process.
Perform Capital Needs Assessment	High	April 2012 - March 2013	Would be used to identify unfunded priorities and develop a capital funding plan as part of budget process.
Form Charter Review Committee	Required	1) Summer 2012 or 2) April 2013	Could be formed at same time or after strategic plan process.
Charter Committee Review	Required 4-5 months	Begins after committee selection	Assume 7-10 meetings prior to final report to Council.
Committee Report to City Council	Required	June 2012 Or September 2013	Report is intended to help Council make final decision on Charter content and if it should go before the voters.
City Public Information Effort	Necessary/ High	Would begin 5-6 months prior to the election	Must inform voters as to why this is being considered and how it would benefit the City
Charter Placed on Ballot	Required	July – August 2014	If possible, should be done by consensus
Election	Required	November 2014	

FINANCIAL CONSIDERATIONS

Preliminary cost estimates for the processes related to options 2 and 3 are shown in the next table. These estimates do not include staff time.

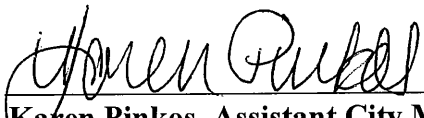
Task	Option 2	Option 3	Comments
Survey Research	\$25,000	\$50,000	Option 3 includes two surveys
Strategic Plan	NA	\$30,000	Cost could change depending on level of public involvement
Capital Needs Assessment	NA	\$50,000	
Public Information Consultant	\$30,000	\$30,000	
Public Information	\$20,000	\$30,000	Option 3 assumes an additional 2-3 mailings related to Strategic Plan
Election	\$30,000	\$30,000	

No funding source has been identified for these expenses except for the initial survey research (\$25,000). In all likelihood, these funds would come from general fund reserves. However, should these efforts ultimately lead to the identification of additional funding sources similar to both Measure A (streets) and Measure R (maintenance of effort), these additional revenues far exceed the cost of the initial research. The capital needs assessment may result in the identification of ways to offset future capital and maintenance costs. Not all of these items are mandatory but have proved successful in the past.

CITY COUNCIL DIRECTION

Staff is seeking direction on how to proceed. Should the City Council select either Option 2 or 3, we will go forward (as funds are available) with the survey research as described above. If Option 3 is selected, staff will return to Council in early 2012 to seek further direction and authorization on the Strategic Planning effort. If Option 2 is selected, staff will return as soon as possible with a resolution authorizing the formation of a Charter review Committee and selection process for its members.

Reviewed by:


Karen Pinkos, Assistant City Manager

Attachment:

1. Sample Strategic Plan



Alexandria City Council Strategic Plan



Adopted September 2004 • Revised January 2006 • Revised June 2010

This 2010 City Council Strategic Plan has been developed in collaboration and in partnership with the Alexandria community. It is a carefully planned effort to advance Alexandria toward the future we envision for our community. As we move forward to implement the direction offered by the Strategic Plan, the Alexandria City Council affirms its commitment to the Plan's objectives and initiatives. Consequently, Council directs that City staff consider the Strategic Plan when developing, implementing or reviewing the delivery of public services, and in presenting requests for fiscal resources.

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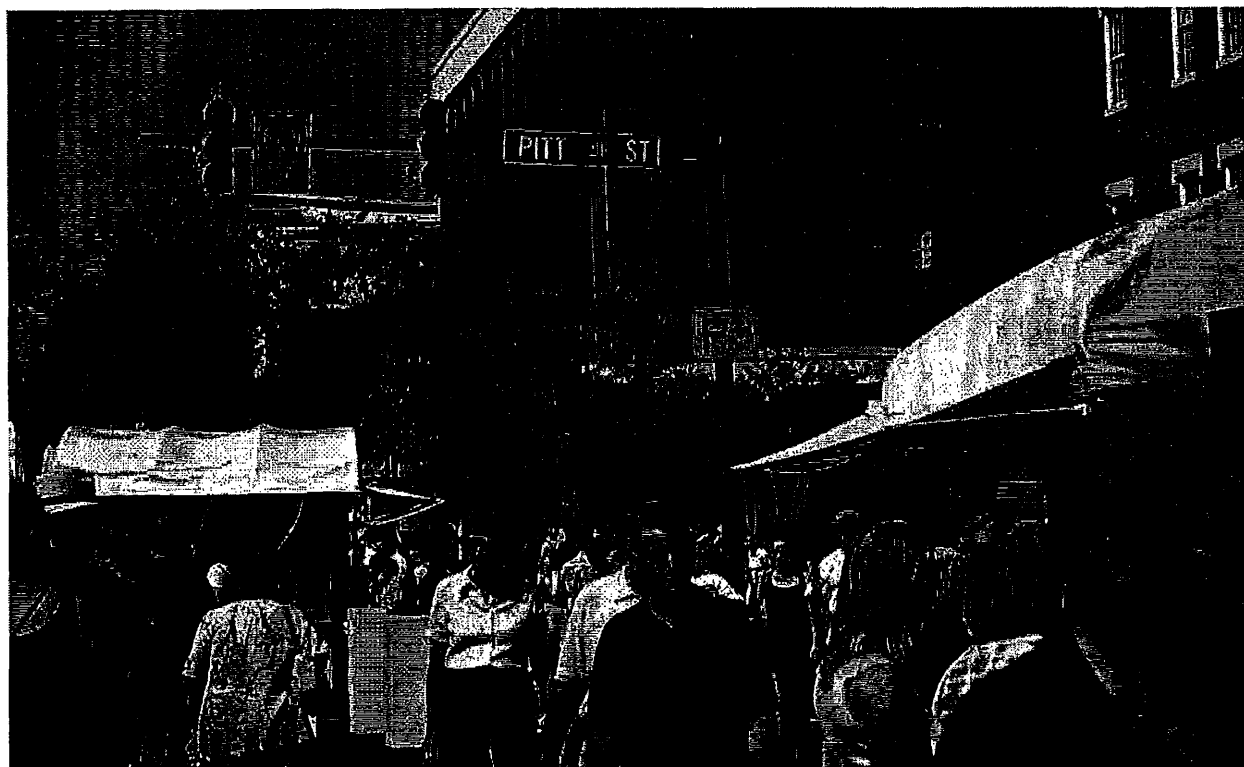
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Goal #1	12
<i>Alexandria has quality development and redevelopment, support for local businesses and a strong, diverse and growing local economy.</i>	
Goal #2	14
<i>Alexandria respects, protects and enhances the health of its citizens and the quality of its natural environment.</i>	
Goal #3	18
<i>A multimodal transportation network that supports sustainable land use and provides internal mobility and regional connectivity for Alexandrians.</i>	
Goal #4	21
<i>Alexandria is a community that supports and enhances the well-being, success and achievement of children, youth and families.</i>	
Goal #5	23
<i>Alexandria is financially sustainable, efficient, community oriented and values its employees.</i>	
Goal #6	25
<i>The City protects the safety and security of its residents, businesses, employees and visitors.</i>	
Goal #7	27
<i>Alexandria is a caring and inclusive community that values its rich diversity, history and culture, and promotes affordability.</i>	
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Introduction

4

In September 2009, the Alexandria City Council convened to discuss development of a new strategic plan for the City. The discussion, held among the seven Council members (including three newly elected members), began with a simple premise: assess the direction of the City and, where necessary, provide a strategic course of action for realizing our goals.

The strategic planning effort of 2009-2010 begins by looking back. In 2004, City Council completed a similar strategic planning exercise. Much of that plan, including the collective vision of the Council for the City, still resonates. However, in the five years since the last strategic planning effort concluded, much has changed. The national economic downturn has caused decline in the City's financial condition. The pace of residential and commercial development is now only a fraction of that experienced a few years earlier, and the City's ability to afford and deliver critical services in a changed fiscal environment dominates public discussion. Changes in conditions compel changes in strategy. The 2009-2010 strategic planning undertaken by City Council considers these "new realities," and seeks the best path forward for the community.



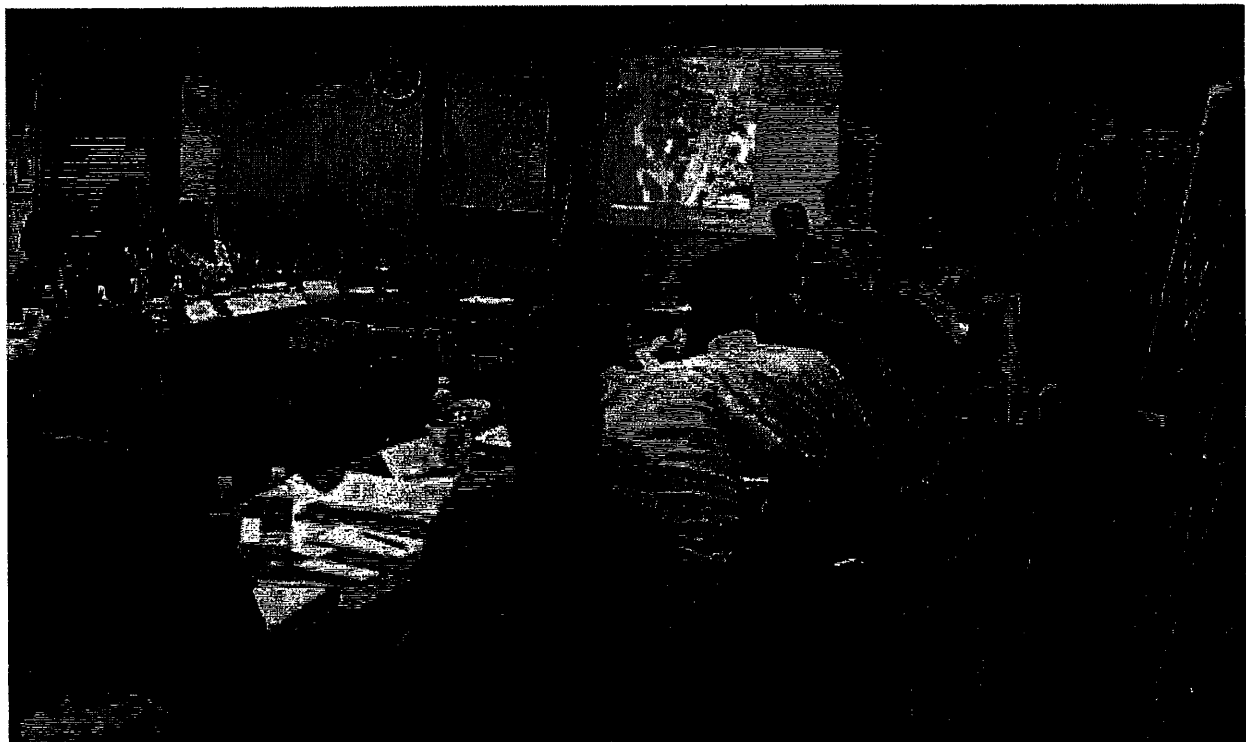
Engaging the Community

5

The strategic planning process takes full advantage of the City's active and engaged citizenry. From October 2009 through the early weeks of 2010, City Council members convened nearly 40 meetings to discuss the strategic direction of the City.

To provide greater access to the strategic planning discussion, the City, for the first time, offered the public the opportunity to directly post comments to the City website, **alexandriava.gov**, and allowed those comments to be publicly viewed in their unedited form. A majority of meetings held by Council member teams were videotaped and quickly made available online so the public could have the opportunity to review the meeting discussion in the context in which it occurred. In all, more than 500 people participated in various strategic planning discussions and many more viewed strategic planning information, videos and comments on the City website.

The thoughts and opinions of community interest groups, representatives of City boards and commissions, City staff, recognized subject matter experts and the public were offered through many strategic planning discussions. The goal statements, objectives, initiatives and indicators of performance included in the strategic plan result from that input.



Strategic Planning Process

6

The 2009-2010 strategic planning work is built upon some simple but important principles. Foremost is the idea that the plan should include specific strategies that can be employed to move the community closer to its goals.

The strategic plan offers direction and focus on issues that are critically important to improving Alexandria. Similarly, the plan sets priorities and determines a course for progress. As plan priorities are accomplished, new priorities will be identified. Most importantly, the plan includes indicators that measure progress for each of the strategic goals; in turn, each indicator of progress must be supported by regularly reported data.

Using these principles to guide the strategic planning process, each strategic plan goal is defined by objectives, which (in part) provide an outline for what must be done to realize the goal. Each objective, in turn, is defined by strategic initiatives that specifically state a desired outcome. While the vision, mission and goals of the strategic plan are intended to be enduring, the strategies expressed in the objectives and initiatives are intended to serve for a three- to five-year period.



Vision for the City

7

The strategic planning process for 2010 affirms the Vision and Mission statements and their underlying principles as described in the 2004 plan. *Regardless of changes in condition that rightfully compel the rethinking of our near term priorities, the overarching ideals of vibrancy and diversity; historical appreciation and neighborhood preservation; and community pride, upon which our vision is built, remain the pillars of our strategic direction.*

The vision for the City, as expressed in the 2004 strategic plan and affirmed in the 2009-2010 strategic plan:

Alexandria is a Vibrant, Diverse, Historic, and Beautiful City with Unique Neighborhoods and Multiple Urban Villages Where We Take Pride in Our Great Community.

The words of this vision statement not only describe the desired future for the City, they reflect the principles upon which the City operates.

These principles are defined to more fully illustrate the meaning of our vision.

Vibrant

- Alexandria is an exciting place to live, to work and to visit.
- The community actively participates in dialogues on issues.
- People enjoy a variety of activities.
- There is a synergy with our community.
- The community is inviting to small businesses and entrepreneurs.
- People come together to enjoy a variety of community events and festivals.
- Alexandria is always looking toward the future and looking for ways to become better.
- The community takes actions and provides opportunities for a healthy lifestyle and healthy living.



Vision for the City

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Diverse

- Alexandria is a friendly, respectful, open and inclusive community.
- People welcome and encourage differences. Age, culture, religion, race, sexual orientation and abilities are respected.
- The history and heritage of different cultures are celebrated.
- Neighbors take care of neighbors.
- People of different income and age levels, and workers have a choice of housing opportunities in Alexandria.
- People want to and are able to continue to make Alexandria their home throughout their lifetimes.
- Alexandria strives to make our community affordable for all.
- The Alexandria community works together to develop and provide an effective "safety net" for our residents in need.



Historic

Alexandria is a historic city with a rich cultural heritage. The city's historic architecture, including the Old Stone House, the Alexandria Theatre, and the Alexandria City Hall, is a testament to the city's long history. The city's historic district is a vibrant area with many historic homes and businesses. The city's historic architecture is a major attraction for tourists and residents alike. The city's historic architecture is a major attraction for tourists and residents alike. The city's historic architecture is a major attraction for tourists and residents alike.



Vision for the City

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Beautiful

- The Potomac River and Waterfront are attractive, accessible and usable.
- Our environment—our water, our air, our land—is clean.
- Open green spaces and trees are located throughout our community and are well maintained.
- Our streetscapes, public spaces and tree-canopied streets are attractive and well maintained.
- Our entrances and gateways are welcoming and distinctive and you know that you are in Alexandria.
- The City has achieved a balance between open space and development.
- Public art is in many places throughout the community.
- Our new developments and new City infrastructure are environmentally sensitive.



Unique Neighborhoods

- Neighborhoods have their own distinct character and feeling.
- Residents and property owners take responsibility for, and have great pride in, their neighborhoods.
- Neighborhoods are safe and secure.
- Neighborhoods are protected from the effects of non-residential traffic.
- New development and redevelopment are integrated into our neighborhoods.
- Residents enjoy convenient access to walkways, trails and public transit.
- The City maintains and regularly replaces quality public infrastructure.
- Residents have easy access to neighborhoods, public and open spaces.



Vision for the City

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Urban Villages

The City has a variety of urban village developments that provide places to live, work, shop and recreate.

Urban villages are integrated with nearby neighborhoods, maintaining Alexandria's diverse character and charm.

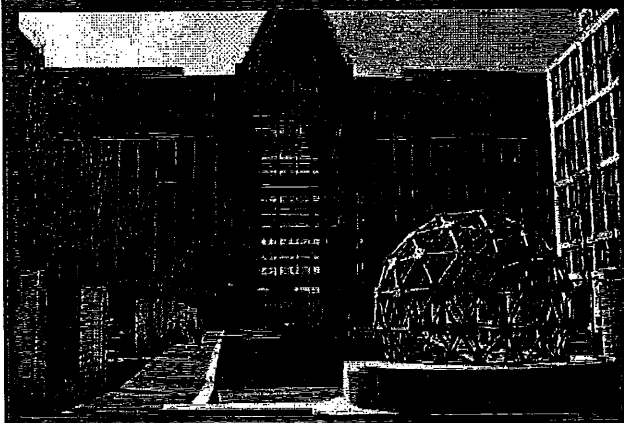
The City retains its small-town "main street" feeling with community gathering places.

People enjoy pedestrian-friendly designs and plans that allow them to walk throughout the community while offering public places to rest.

Transit-oriented design makes the use of public transportation.

Parks, trails and green spaces are incorporated in the urban center and coordinated with nearby neighborhoods.

Convenient retail shopping and restaurant opportunities are available, serving residents of the urban village and attracting others to come there.



Great Community

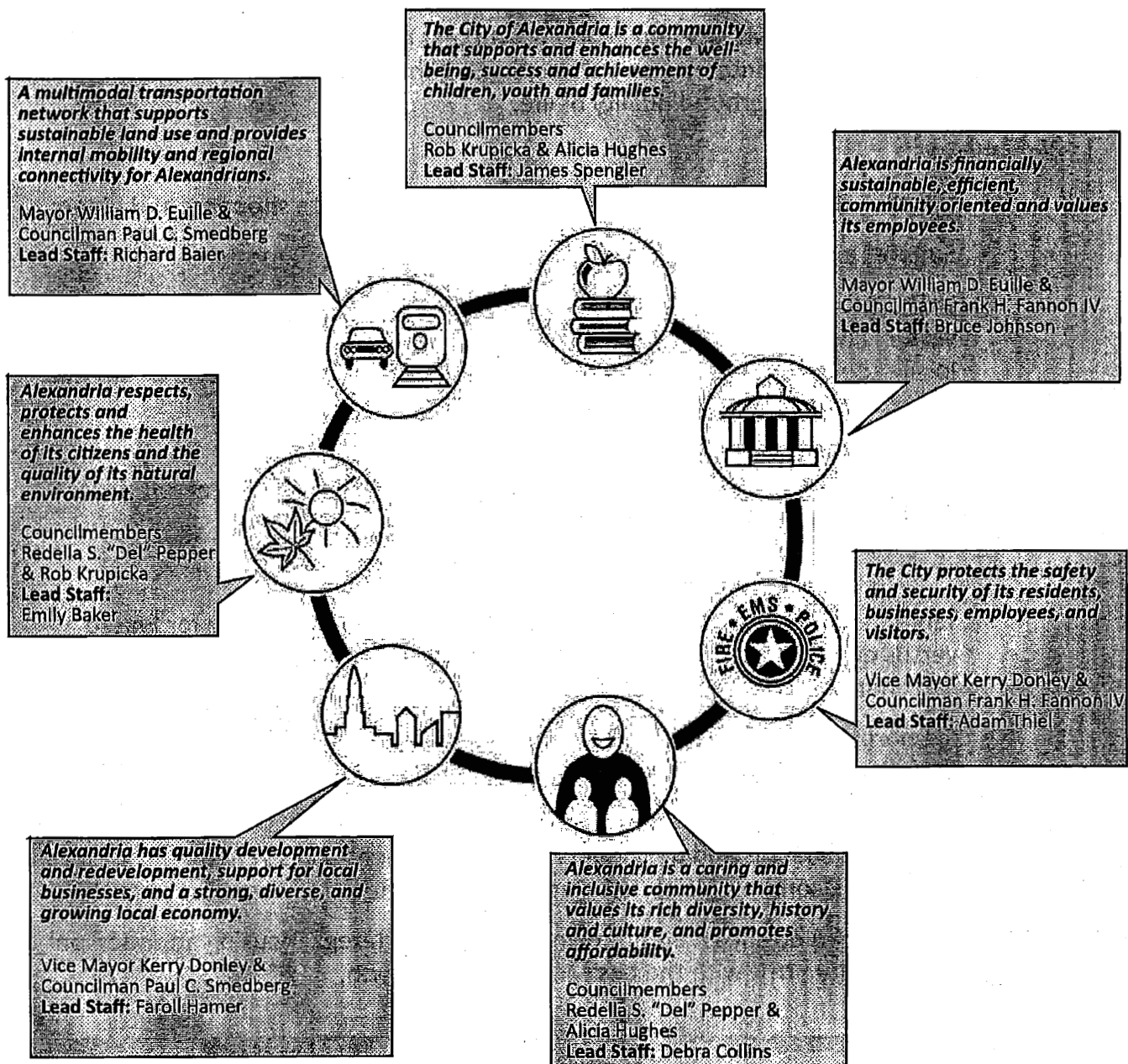
- Community organizations, businesses, institutions and residents work together, contributing to a better Alexandria.
- Residents of all ages have access to top quality education for lifelong learning.
- Members of the community have an opportunity to get involved, have constructive debates, build the community, and shape the future.
- People feel safe and secure throughout the community.
- Residents enjoy community events and cultural arts activities within the community year round.
- Residents care about each other.
- Individuals with special needs are able to realize their potential and to live in the community.
- Alexandrians take pride in their City.



Strategic Planning Goals

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There are seven goals included in the City's Strategic Plan. Each goal is intended to support the larger vision for the City and to point the way of progress toward that vision. The goals of the City are functional; they acknowledge both our responsibilities and our challenges. The goals for Alexandria are frequently interrelated. Success achieved in any one goal area likely has a corresponding positive effect in another goal area. The strategic plan notes where obvious interdependence exists by using symbols for each goal. Where more than one symbol is noted for a goal, a relationship between goals exists.



Strategic Planning

Goal #1

12

Alexandria has quality development and redevelopment, support for local businesses and a strong, diverse and growing local economy.



Objective: Increase the vitality and economic success of the City Waterfront and King Street Corridor while maintaining and strengthening the City's commitment to historic preservation and neighborhood quality of life.

Initiatives:

- Increase the appeal of King Street and the Waterfront to shoppers and diners.
- Support a vital hotel sector by attracting more overnight guests.
- Improve access, circulation and parking, making it easier and more pleasant for visitors and residents to travel by all modes to the King Street/Waterfront area, locate their intended destination and parking options, and discover additional places of interest.

Objective: Increase office and retail occupancy rates through business recruitment, retention, and expansion.

Initiatives:

- Target federal users and associated contractors (with preference for leased versus owned space) as a primary opportunity for economic development in Alexandria.
- Support business recruitment, retention and expansion by proactively determining and quickly implementing actions the City can take to enhance its competitiveness.
- Recruit businesses and developers that complement and strengthen the City's long-term economic vision to balance the residential and commercial tax base.
- Implement a business retention and expansion strategy focusing attention on high priority firms with the best potential for growth.

Strategic Planning

Goal #1

13

Objective: Maintain an environment where businesses can thrive.

Initiatives:

- Increase clarity, transparency, and accessibility to services by
 - Using technology to improve efficiency of, and customer access to, development review and permit processes;
 - Ensuring that regulations and permit processes add value to the economic sustainability and quality of life of the City;
 - Communicating successes;
 - Emphasizing the integration of transportation and land use, strengthening that integration where needed; and
 - Describing, clearly and succinctly, the benefits and tradeoffs of development applications and Special Use Permits (SUPs) in staff reports.
- Improve the City's readiness for quality economic growth.

Goal Headline Indicators

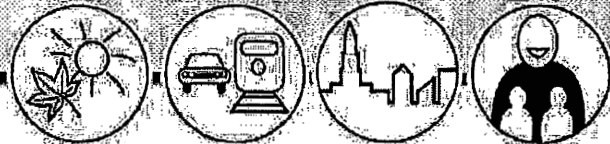
- Revenue generated per square foot of commercial/retail space
- Commercial/retail space occupancy rate
- Percentage of high quality jobs
- Percentage of population below poverty level
- Median household income
- Percentage of population ages 16-64 in the workforce
- Percentage of population with advanced degrees
- Total employment
- Sales tax revenue generation

Strategic Planning

Goal #2

14

Alexandria respects, protects and enhances the health of its citizens and the quality of its natural environment.



Objective: Maintain and expand essential health and behavioral health services.

Initiatives:

- Support expansion of primary care medical and oral health services as well as integration of mental health and primary medical care services.
- Develop substance abuse prevention and treatment services to be piloted in the Arlandria community aimed at decreasing alcohol-related crimes and improving individual and community health.
- Fully implement Citywide initiatives that will decrease the involvement of persons with mental illness in the criminal justice system.
- Ensure that the Mental Health/Mental Retardation/Substance Abuse (MH/MR/SA) electronic health records software allows the electronic exchange of secure health information with essential healthcare providers.
- Complete a needs assessment of the services necessary to serve Alexandrians with developmental disabilities and autism spectrum disorders.
- Ensure that CSB facilities are appropriately designed and maintained to meet the needs of the populations served.

Strategic Planning

Goal #2

15

Objective: Maintain and improve the quality and sustainability of Alexandria's environment.

Initiatives:

- Improve ambient air quality in the City through emissions reduction programs and by educating the community about air quality issues.
 - Implement the recommendations of the Urban Forestry Master Plan and move toward reaching the American Forest's suggested goal of 40% tree canopy and ensure the sustainability of Alexandria's urban forest by promoting tree planting on public and private properties to produce a multi-aged, diverse tree community.
 - Develop and implement a plan to support the achievement of Citywide greenhouse gas emission reductions to below 2005 levels.
 - Expand and enhance the City Green Building Program including incorporating green building practices into existing structures.
 - Continue to implement the strategies identified in the approved Open Space Master Plan, including its current, measurable actions to protect an additional 34 acres to reach the 100-acre goal for open space.
 - Expand the City's recycling programs to exceed the State requirements and achieve a diversion goal of 35%.
 - Enhance the ecological integrity of waterways by maintaining and improving storm water and sanitary infrastructure and stream system health to minimize environmental impacts.
 - Develop a series of environmental benchmarks, indicators and performance measures for the City and community that quantifies progress towards sustainability.
-

Strategic Planning

Goal #2

16

Objective: Support healthy lifestyles and disease prevention.

Initiatives:

- Establish a proactive health program to reduce respiratory illness by reducing exposures to second-hand smoke and indoor air contaminants.
- Increase access to fruits, vegetables and other health foods for low-income residents through increased gardening opportunities, better access to farmers markets and increased nutrition educational opportunities.
- Increase community education and outreach efforts for Eco-City related activities focused on sustainability, such as energy and water conservation, green buildings, Eco-City audit, behavioral changes etc. and improve coordination across the City.
- Establish a "Healthy City" indicator system, updated biannually, that tracks key indicators identified by the community for their importance in promoting and maintaining public and personal health.
- Create a "Play Spaces for Tots" initiative to address obesity and overall well-being in toddlers and preschoolers by increasing quality play spaces.
- Increase access to safe walking and biking trails in the City.

Goal Headline Indicators

- Teen pregnancy rate
- Rate of risky behavior by youth
- Walk score for the City
- Miles of bicycle trails and shared pathways
- Number of "Air Quality Action" days
- Rate of recycling
- Infant mortality rate

Strategic Planning

Goal #2

17

- Rate of substance abuse related crime
- Acres of open space

Strategic Planning

Goal #3

18

A multimodal transportation network that supports sustainable land use and provides internal mobility and regional connectivity for Alexandrians.



Objective: Develop local, reliable funding mechanisms to support a fiscally constrained transportation plan.

Initiatives:

- Produce and adopt a fiscally constrained Transportation Improvement Program and an unconstrained Long-Range Plan annually.
- Continually seek new sources of State and Federal funding for transportation.
- Implement asset management efforts that prioritize maintenance of critical infrastructure, increase the value obtained from infrastructure expenditures and achieve a progressively higher level of service for Alexandria.

Objective: Promote strong linkages and coordination between transportation and land development.

Initiatives:

- Develop parking policies that maximize the efficiency of Alexandria's parking supply.
- Adopt zoning ordinance changes to Transportation Management Plans that encourage more coordination and economies of scale.
- Approve Transportation Impact Analysis methodology for use in land use development analysis.
- Pursue development at Potomac Yard that supports a Metrorail station.

Strategic Planning

Goal #3

19

Objective: Ensure safe and accessible travel for pedestrians, bicyclists, transit and motorists on Complete Streets with design and implementation that is context-sensitive.

Initiatives:

- Construct Eisenhower Avenue Complete Streets Initiative.
- Construct King-Beauregard Intersection Multimodal Improvements.
- Continually construct Active Transportation spot improvements including intersection safety improvements, on- and off-road bikeways and new sidewalks.

Objective: Increase transit options for locally oriented and through trips emphasizing interjurisdictional coordination.

Initiatives:

- Finalize planning and begin construction on Corridor A (Potomac Yard Transitway).
 - Begin formal planning and engineering on Corridor C (Beauregard).
 - Improve frequency (headways) on current transit routes to meet urban transit standards.
 - Supplement or revise conventional vehicle "level of service" measures used by the City for traffic impact studies with "person throughput" or "person delay" measures that integrate auto, transit, pedestrian and bicycle travel into a single measure based on the person-capacity of streets.
-

Strategic Planning

Goal #3

20

Goal Headline Indicators

- Number of transit passengers per year
 - Percentage of people taking public transportation to work
 - Passengers per mile and per hour of service
 - Vehicle miles traveled per 100,000 population
 - Traffic fatalities per 100,000 population
 - Number of station entries/exits at Alexandria Metrorail stops
 - Share of walking and bicycling trips as measured by the U.S. Census in the American Community Survey, Metropolitan Washington Council of Government (MWCOC) Region
 - Household Travel Survey data
-

Strategic Planning

Goal #4

21

Alexandria is a community that supports and enhances the well-being, success and achievement of children, youth and families.



Objective: All children enter kindergarten and graduate high school prepared for success.

Initiatives:

- Create a single point of access for public preschool programs and resources for families needing services.
- Increase the number of quality and affordable pre-K opportunities for Alexandria children.
- Adopt the State of Virginia definition of school readiness and develop and implement education programs for parents and the community.
- Develop and implement initiatives that increase the percentage of children reading at or above grade level.
- Increase the number of pre-K programs that utilize the QRIS system with the goal of full implementation for all City and school supported programs.
- Develop and implement a City and Schools early intervention system to identify children and youth that need extra support to achieve success.

Objective: Alexandria supports quality, evidence-based initiatives that promote the well-being of children, youth and families.

Initiatives:

- Develop and implement an aligned initiative between the City and Schools to impact family literacy.
- Reduce the occurrence of risky behaviors in adolescents, including substance use and abuse, risky sexual behavior and violence.
- Reduce reliance on out-of-community care for children with special needs by developing appropriate community based programs.

Strategic Planning

Goal #4

22

- Improve the coordination and alignment of existing youth mentoring programs and expand mentoring capacity Citywide.
- Improve youth recreation and athletic field capacity and quality to meet scholastic and community demand.
- Maintain and improve access to pre-natal to age 3 programs that strengthen families, improve birth and children's health and development outcomes.
- Prevent child abuse and neglect through efforts that include parenting training and support.

Objective: Alexandria's City, school and community services are effectively aligned in order to support the success of children, youth, and families.

Initiatives:

- Develop and begin implementation of a comprehensive 0-21 youth master plan that is aligned with the Alexandria City Public Schools (ACPS) strategic plan.
- Complete children and youth service re-alignment.
- Align City and ACPS early childhood experiences to support school readiness.
- Coordinate and align public out-of-school time experiences for elementary school youth to improve access to quality programs.
- Coordinate and align public out-of-school time experiences for middle school youth to improve access to quality programs.
- Realign public boards and commissions that relate to children, youth and family programs to support improved service delivery.
- Develop and implement a joint City and ACPS system for sharing information about youth achievement to evaluate and improve public programs.

Goal Headline Indicators

- Percentage of children reading at grade level
- High School graduation rates
- School attendance rates
- Percentage of students entering kindergarten ready to learn

Strategic Planning

Goal #5

23

Alexandria is financially sustainable, efficient, community-oriented and values its employees.



Objective: Develop an Operating Budget and Capital Improvement Program strategy that is structurally balanced over the long term and continuously improve its ability to manage resources effectively and efficiently.

Initiatives:

- Maintain the City's excellent reputation for conservative and prudent financial management and maintain the City's Triple A Bond Rating.
- Diversify sources of revenues.
- Develop and maintain a 10-year Capital Improvement Program that balances the anticipated cost of planned projects with a realistic forecast of available resources.
- Develop and implement an effective economic development strategy to create jobs, enhance economic diversification, and promote income growth. (Also, see Goal 1.)
- Develop long-term financial forecasts that allow the City to annually identify future revenue and expenditure trends and prepare plans to address anticipated problems in a timely fashion.
- Improve the effectiveness and efficiency of City programs and activities in achieving results that are valued by the public.
- Modify the Debt Policy Guidelines to include a guideline for "pay as you go" cash capital funding.

Objective: Ensure the community is informed, satisfied and engaged with its City Government.

Initiatives:

- Consistently communicate information concerning City government decision making, City plans and City services to demonstrate an open and transparent City government.

Strategic Planning

Goal #5

24

- Provide high quality City services that meet the needs of residents, businesses, and customers throughout the community.
- Actively engage all members of the community in partnership with their City government.

Objective: Maintain a competitive compensation program that attracts, retains and motivates a workforce that can deliver quality services and programs to the community, reflects the diversity of that community, and provides for the fair and equitable treatment of all those employees.

Initiatives:

- Maintain competitive pay and benefits with our regional and local government comparators.
- Ensure a diverse workforce that reflects the diversity of the residents of Alexandria.

Goal Headline Indicators

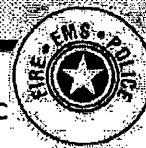
- Property tax revenues as a percentage of General Fund revenue
- Annual operating reserve fund balance
- Debt ratio
- Per capita income
- City services customer satisfaction rate

Strategic Planning

Goal #6

25

The City protects the safety and security of its residents, businesses, employees and visitors.



Objective: To deliver effective and efficient public safety services, applicable City agencies will lead cooperative community efforts to prevent harm to life, property, and the environment.

Initiatives:

- Expand collaboration between law enforcement and the community to reduce crime and nuisance activity.
- Expand fire and injury prevention activities, in concert with City and other partners, to help reduce the community's risk of emergency incidents arising from all hazards.
- Decrease recidivism in the Detention Center through enhanced programming in collaboration with other City agencies.
- Expand Citywide initiatives and services for persons with mental illnesses to decrease their involvement in the criminal justice system and help them live safe and law-abiding lives in the community.
- Expand the number of youth, families, and community members provided with education, mentoring and resources to help increase Alexandrians' safety and security.

Objective: The full range of public safety services will be delivered professionally and in concert with our community using facilities, equipment, and technology meeting contemporary standards for constant service delivery.

Initiatives:

- Attract, develop, and maintain a highly qualified and professional workforce through a competitive compensation and benefit structure.
- Attract, develop, and maintain citizen volunteerism.

Strategic Planning

Goal #6

26

- Develop and maintain the capacity to safely, effectively, and efficiently deliver public safety services with an emphasis on core public safety programs.
- Complete current projects and continue planning to ensure the delivery of quality public safety facilities, technology, equipment, and systems supporting 24/7/365 mission requirements.

Objective: A well-informed community and workforce will enhance the safety and security of our residents, businesses, employees, and visitors.

Initiatives:

- Provide objective and accurate information to guide public safety and community expectations.
- Expand public outreach and engagement with civic and business groups and broaden the responsibility for Alexandria's community safety.
- Enhance outreach avenues to increase public awareness by applying the full range of communications methods and tools.

Goal Headline Indicators

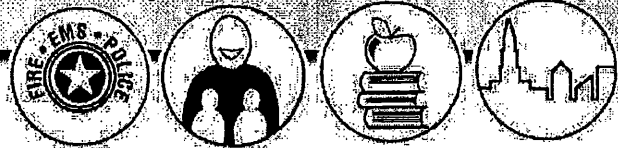
- Homicide Rate per 100,000 population
- Rate of sexual assault per 100,000 population
- Aggravated Assault Rate per 100,000 population
- Robbery Rate per 100,000 population
- Property Crime Rate per 100,000 population
- Pedestrian Fatality Rate per 100,000 population
- Percent of residential fires confined to room of origin
- Advance Life Support response time
- Residential Fire Deaths and Injuries

Strategic Planning

Goal #7

27

Alexandria is a caring and inclusive community that values its rich diversity, history and culture, and promotes affordability.



Objective: Promote a continuum of affordable housing opportunities for all residents, especially those most in need.

Initiatives:

- Achieve a net increase in the number of dedicated affordable rental and ownership units in the City by 2015, through the development and implementation of sustainable and adequately funded development and preservation strategies, including seeking any necessary State legislative changes.
- Create and plan for livable communities, accessible and affordable to persons of all ages and abilities, including strategies enabling seniors and persons with disabilities to age or remain in place.
- Increase opportunities (funding and/or units) for City and ACPS employees to live (by owning or renting) affordably in Alexandria, and increase employee awareness of such opportunities.
- Provide increased housing choices for low- and moderate-income households of three or more persons.
- Offer diversity in housing choices for households and individuals with income ranging from 0 to 50% of the regional median income, with special attention to households with extremely low incomes (30% of median and below), and households with special needs.
- Identify zoning, land-use tools, and strategies to incorporate affordable housing in development and redevelopment efforts in the City; locate such opportunities strategically with regard to employment centers and transportation, and subsequently begin implementation of those strategies through the Housing Master Plan.

Strategic Planning

Goal #7

28

Objective: Promote equitable access to lifelong learning opportunities through arts, library, historical, archaeological, and cultural resources, programs and services.

Initiatives:

- Identify and implement funding strategies for public art that provide for the integration of the arts into public and private development and redevelopment projects throughout the City.
- Complete the Alexandria Historic Preservation Management Plan and set priorities for preservation that enhance, maintain and promote Alexandria's unique resources, support sustainable heritage tourism and promote economic development of the City.
- Develop a public art master plan setting priorities for the locations and funding of projects and providing a framework for the shared financial and professional resources needed.
- Increase accessibility and public participation in arts, library, historical, archaeological, and cultural resources, programs and services.
- Launch a collaborative marketing campaign with arts organizations, schools, museums, libraries and recreation centers that promotes arts, library, history, archaeology, and cultural programs and services offered by the City and nonprofit organizations.
- Conduct a library feasibility study to determine current and future needs.
- Capture the cultural diversity of Alexandria through oral histories, documents and historic images.

Objective: Provide a comprehensive and cohesive system of prevention, early intervention and treatment services to those Alexandrians most in need.

Initiatives:

- Invest resources in evidence-based prevention and early intervention efforts.

Strategic Planning

Goal #7

29

- Identify three to six feasible, existing neighborhood-based sites around the community that are regularly accessed by Alexandrians, (such as libraries, malls, retail sites, clinics, public housing sites, churches, shelters, etc.,) where residents can access services.
- Increase opportunities for moderate- to low-income seniors and disabled adults to remain in affordable, local, community-based residential settings with necessary services support.
- Design and implement a marketing plan to improve resident awareness of services and how to access them.
- Develop and implement a comprehensive social marketing campaign for prevention efforts.
- Maintain safety net services with a focus on prevention services, while striving to eliminate poverty in Alexandria by reducing number of Alexandrians at or below Federal poverty line (by 10% by year 2015).

Goal Headline Indicators

- Housing units available for households earning below 50% of median income
- Persons at or below Federal poverty level
- ACPS students receiving free or reduced price meals
- Home ownership rate
- Housing burden (homeowners and renters)
- Median value of homeowner occupied housing units
- Median gross rent
- Homeless persons per 100,000 population
- Number of foreclosures

Implementing the Plan and Measuring Progress

30

Strategic planning is not complete when consensus on goals is reached and strategic direction is articulated. The work of defining measures, collecting data, and reporting progress remains.

The strategic plan acknowledges the ongoing responsibility to assess performance, including a set of measurement “indicators” for each of the Goal areas. Indicators selected for each Goal have been developed and recommended through consensus of participants in the strategic planning process. The “headline” or “leading” indicators included in the plan are the critical variables that describe the condition. As efforts to affect the goal influence and alter the condition, the indicator is the record of that change.

Supporting the high level “headline” indicators are “secondary” indicators; other variables that impact the goal area. “Secondary” indicators complement “headline” indicators and provide a more complete view of the factors that influence progress. Secondary indicators are not included in the strategic planning document. They will be developed for each goal area as part of the overall effort strategic plan implementation effort.

Reserve for Headline Indicator Chart Examples

Implementing the Plan and Measuring Progress

31

The Strategic Planning effort should include an implementation strategy for aligning City work efforts with policy direction and for the annual reporting of progress toward goals and objectives.

Three Implementation Plan Phases

Phase I: Performance Measurement Development

- Collect data related to "headline" indicators
- Develop "intermediate" (objective) and "operational" (initiative) measures
- Identify comparator jurisdictions for benchmarking
- Develop internal targets for performance
- Develop methods for regular reporting of progress

Phase II: Alignment

- Establish public service performance (business) plans for each department of City government
- Associate major service activities with strategic objectives and initiatives for City

Phase III: Application

- Measurement data applied to assessment of management performance
- Measurement data informs resource allocation decision making

Implementing the Plan and Measuring Progress

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All Phases Reporting

- Annual Reporting of "Headline" Indicators
- Regular Review and Reporting of sub-measures (Performance Management)
- Annual Review of Measurement Instruments

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