

Village of Mamaroneck: Multi-Hazard Mitigation Plan

Section 1 – Planning Process

1.A Introduction and Background

This Local Multi-Hazard Hazard Mitigation Plan includes the single jurisdiction of the Village of Mamaroneck, NY located in the southern portion of Westchester County adjacent to the Town of Mamaroneck. (See Preface, Figures 0-1, 0-2, and Figure 1-1). The Federal Emergency Management Administration (FEMA) requires municipalities to compile a structured “pre-hazard mitigation plan” to qualify for a number of FEMA grant programs. Prior to these requirements, local governments could choose if they wanted to implement a hazard mitigation plan or a Flood Mitigation Action Program in order to qualify for FEMA funds. Following the devastating floods of 2007, the village of Mamaroneck completed a Flood Mitigation Action Plan under earlier FEMA guidelines and submitted a final version of the flood plan in February 2008. Subsequently, the Village was required to prepare a Multi-hazard Mitigation Plan that meets current Federal requirements if it applies for FEMA funding. FEMA authorized \$37,500 in Fiscal Year 2010 under the Pre Disaster Mitigation program for the Village of Mamaroneck, NY, Multi-hazard Mitigation Project. A major objective of a Hazard Mitigation Plan is to prevent or mitigate hazards that would otherwise require an emergency response under the National Incident Management System (NIMS) which is administered by FEMA.

This Multi-Hazard Mitigation Plan is based on the 10-Step Community Rating System (CRS) planning process and FEMA regulations and guidelines, which were discussed in the Preface. This Plan follows the process described in the FEMA State and Local Mitigation Planning How to Guides (FEMA 386 Parts 1-4, FEMA, 2003a) and follows the FEMA example Plans (FEMA 2003b). The New York State Office of Emergency Management (NYSOEM) oversees the process and reviews and comments on the draft plan.

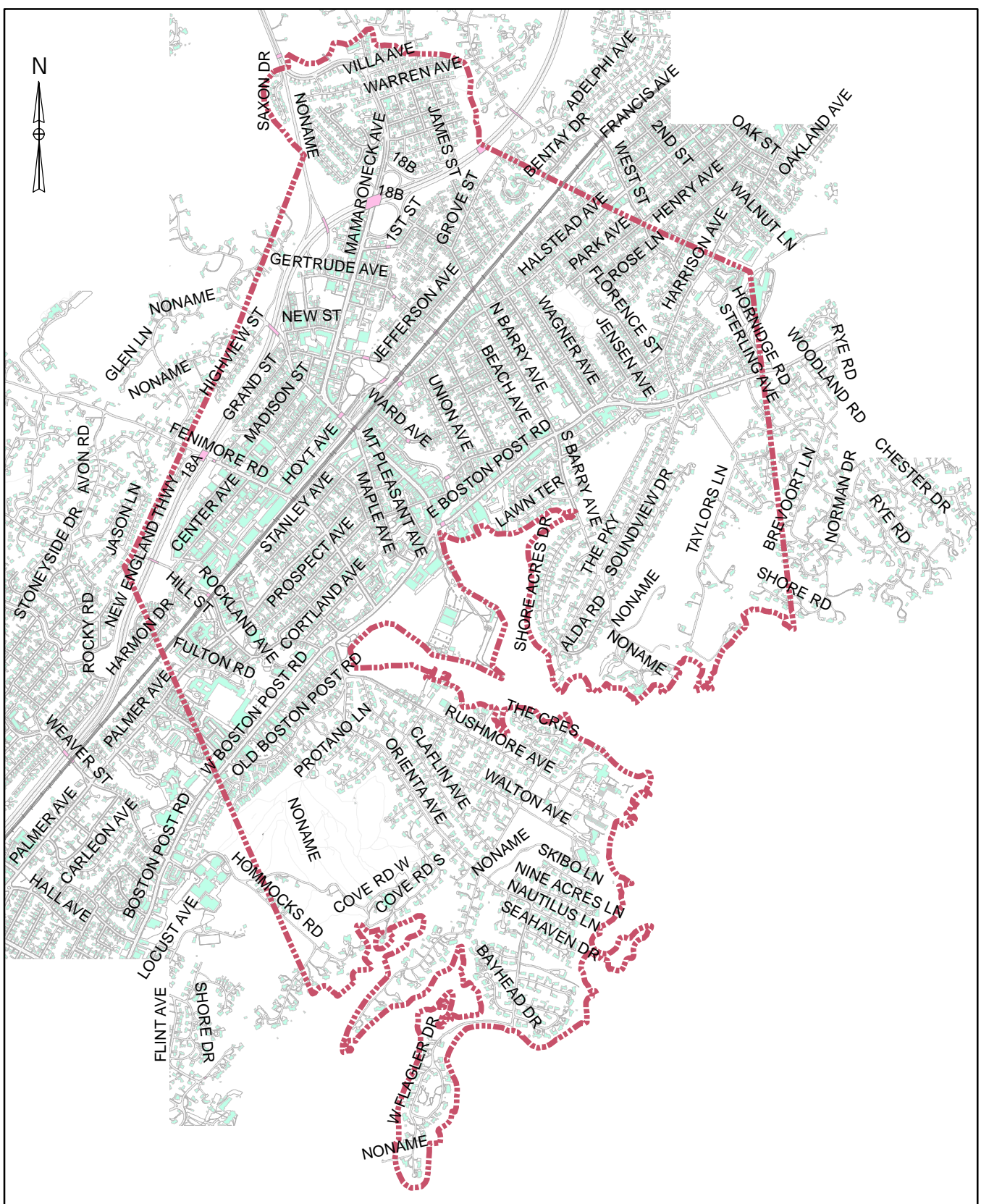


Figure 1-1
Village of Mamaroneck Boundary
Incorporated Village of Mamaroneck
Multi-Hazard Mitigation Plan

Legend

 Municipal Boundaries

DWN BY: YS
CHK BY: JB
SCALE: AS SHOWN
DATE: 03/21/12



Environmental
Technology
Group, Inc.

300 WHEELER ROAD, SUITE 307, HAUPPAUGE, NEW YORK 11788

0 1,250 2,500 3,750 5,000
Feet

Basemap information by Westchester County GIS

The elected Mayor and Board of Trustees govern the Village activities (See Figure 1-2) and is supported by a full-time Village Manager and Assistant Village Manager, who are responsible for managing the Village's day-to-day operations. The Manager also carries out the policies and directives enacted by the Board. The Village administration is responsible for departmental services such as fire and police protection, public works and building inspections (See Table 1-1). Services include garbage and recycling, fall leaf collection, snow removal, street and storm and sanitary sewer repair, park maintenance and other services such as parking, building permits, zoning and planning issues and code enforcement.

Table 1-1. Village of Mamaroneck Administrative Departments.

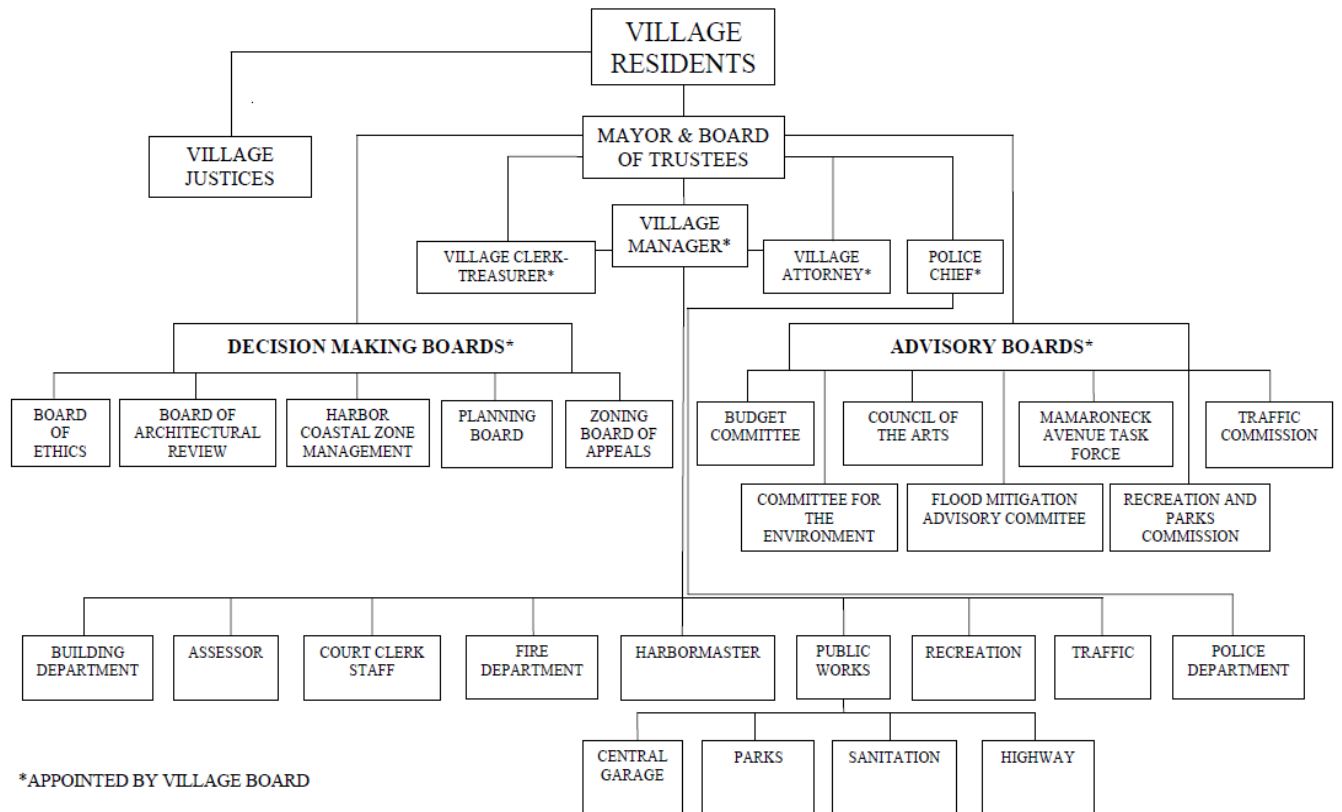
Assessor	Harbormaster	Public Works
Building Department	Police Department	Recreation
Village Clerk – Treasurer	Traffic	Village Attorney
Fire Department	Manager	EMS (Town of Mamaroneck Ambulance District)

Organizing the Village resources is a first step in the planning process. The Village's administrative staff was critical in organizing the multi-hazard mitigation planning team and in working closely with the consultant during the development of the Plan. The Village Manager, Richard Slingerland, Assistant Daniel Sarnoff and the Village staff were active in coordinating resources and public involvement and providing information for the development of the Plan.

In addition to the village administrative departments, there are several boards, commissions and committees that make decisions, provide oversight, input, regulation and advice for various village functions. (See Figure 1-2.) These include budget, traffic, master plans, planning, parks and recreation, harbor and coastal zone and flood mitigation actions. Several of these boards may be active in developing and implementing this Hazard Mitigation Plan.

Figure 1-2.

VILLAGE OF MAMARONECK ORGANIZATIONAL CHART



A kickoff meeting to plan and organize the process was held with Village officials on April 18, 2011 at the Mamaroneck Village Hall. Figure 1-3 shows the roles and responsibilities established for the planning process. Supervision and direction of the process is discussed in Section 1B. Key meetings and other milestones are given in the following Section 2, Table 2-1.

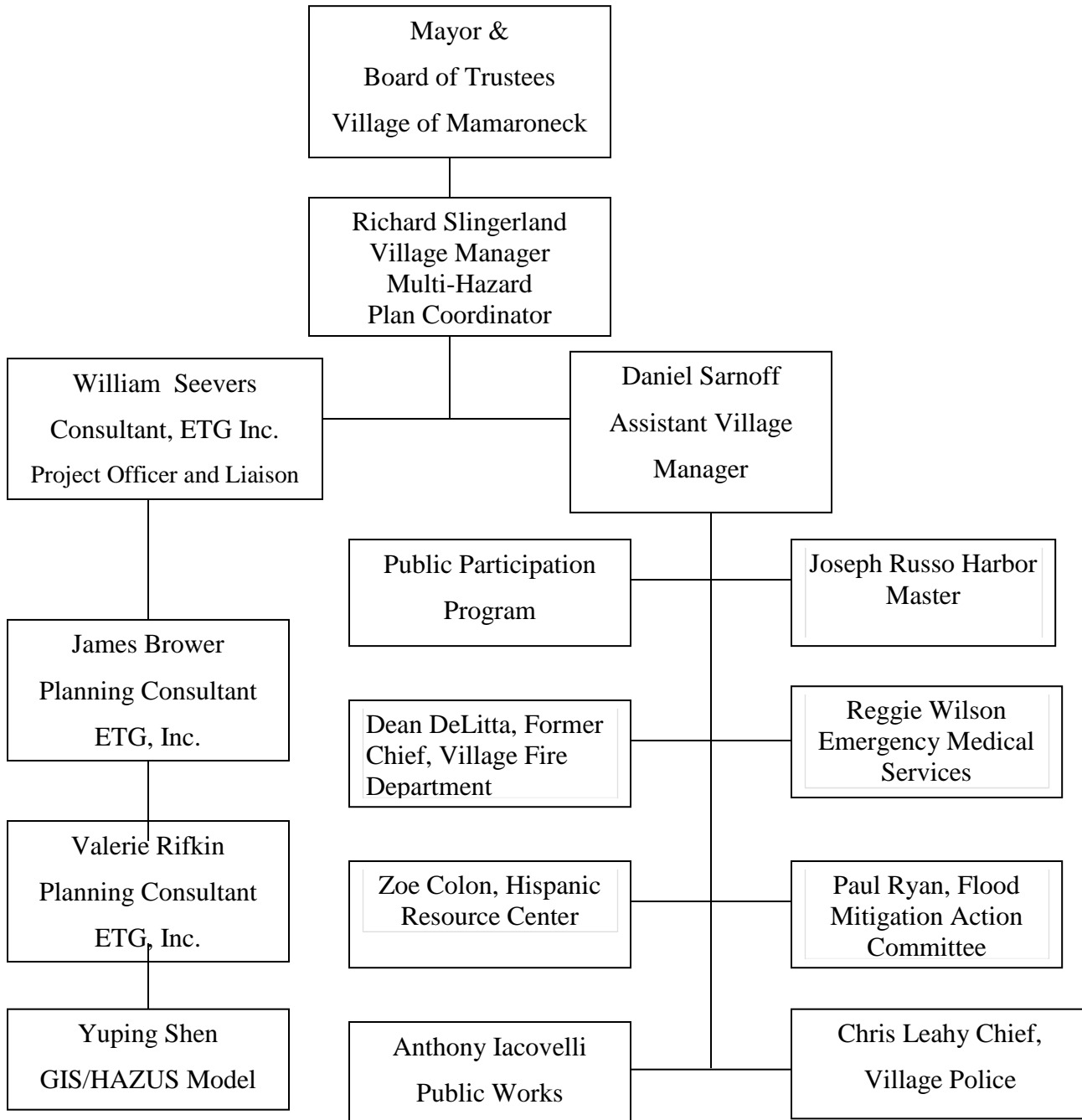
This hazard mitigation planning process involves organizing Village resources, identifying and assessing hazard risks, developing a hazard mitigation plan, and implementing and monitoring the progress of the plan. The process included the Mamaroneck Village staff organizing and forming a project team and coordinating the Village staff. The process included input, review and comment from the Village staff, Trustees, public citizens and stakeholders at several steps in developing the Plan. Village officials, the Planning Committee, and community participants' review and comment on the Plan. NYSOEM also reviews the Plan prior to its final approval. Using a "Crosswalk Process" FEMA reviews and comments on the plan and comments on the draft plan are resolved prior to approval. The Draft Final Plan is presented to the Village Board of Trustees for approval and acceptance and then forwarded by NYSOEM to FEMA for their final review and approval. The project team, participating citizens and organizations involved in the planning process are discussed below.

Figure 1-3 shows the organization and responsibilities for the planning process. Key to the success of the process was the coordination of Village officials, the Consultant, stakeholders and the public.

1.B Supervision and Direction of the Plan

Richard Slingerland, the Village Manager, was the designated coordinator of the Multi-Hazard Mitigation Plan (see Figure 1-3). The Environmental Technology Group, Inc. (ETG), Inc. managed the consultant planning activities. James E. Brower, Ph.D. an Environmental Planner, supervised and advised the planning efforts. The plan was prepared with the assistance of the Village staff and the Planning Committee.

**Figure 1-3. Responsibilities for Developing
Mamaroneck's Multi-Hazard Mitigation Plan.**



ETG worked closely with the manager and Assistant Manager, the Planning Committee and other Village officials in developing the Plan. William J. Seevers of ETG, served as the Consultant Project Officer and liaison with consulting personnel. Valerie Rifkin assisted in collecting, researching and reviewing documents, evaluating hazard information, assessment of the hazards and in preparing several sections of the Plan. The GIS mapping and HAZUS modeling and technical assistance were provided by ETG consultant Yuping Shen.

1.C Hazard Mitigation Planning Committee

A Hazard Mitigation Planning Committee was appointed by the Administrator to provide input, guidance, review and information needed to develop the Multi-Hazard Mitigation Plan. (See Figure 1-3) It contained key representatives of the Village who provided various services for the Village affected by the proposed plan. Richard Slingerland served as the Chairperson of the Hazard Mitigation Planning Committee. Members of the Committee are listed in Figure 1-3 and consist of Village staff and public citizens who are familiar with the potential hazards facing the Village. Daniel Sarnoff, the Assistant Village Manager served as the primary point of contact for the mitigation planning consultant and the Planning Committee.

The Planning Committee was knowledgeable of the Village needs and was very active and involved in the Plan development. Two public citizens served on the panel and contributed significantly. The viewpoints of the committee regarding hazards of concern and mitigation needs have been solicited through formal meetings. The Committee has met frequently during the preparation of the plan to discuss the progress of the Plan and to provide input into the process (see Table 1-2). They have been especially helpful in focusing on the issues that are of greatest importance to the safety of Village property and residents. They have played a large part in identifying major hazards, shaping the goals, objectives and proposing activities given in Section 6 of the Plan. The committee included a diverse group representing different services in the Village.

The Planning Committee was responsible for the following planning activities:

- Assist and oversee the public involvement process.

- Identify and encourage participation from regional agencies, stakeholders and citizens in the development of the plan.
- Assist in identifying community hazards.
- Review and comment on the hazard ranking and assessment.
- Develop goals and objectives for mitigation activities.
- Assist in identifying hazard mitigation activities important to the community.
- Assist in gathering information, plans and documents to include in the plan.
- Oversee the development and review of the plan drafts.
- Adopt, revise and maintain the plan.

1.D Public Involvement

Section 2 discusses the second stage of the planning process – public involvement and how the public was involved in the process. Two formal public meetings were held to inform the community and the elected Board of trustees about the planning process. Drafts of the plan were made available for community review. Input from the community was actively sought through public notices, public meetings, and direct participation on the Planning Committee.

The Mamaroneck website:

http://www.village.mamaroneck.ny.us/Pages/MamaroneckNY_WebDocs/departments provided a good resource for public involvement.

1.E Planning Activities

Table 1-2 list the key activities and milestones in developing the Multi-Hazard Mitigation Plan. Preparation of this plan involved:

- Input and coordination from several key Village participants including the Village Board, the Mayor, Village management,
- Regular meetings and discussions with the Hazard Mitigation Committee,
- Input from interested participating partners,
- Review, comment and approval by the Village community
- Review, and approval from the New York State Office of Emergency Management and
- Review, comment and approval from FEMA.

In addition several plans, documents and requirements were reviewed including:

- Village Building and Fire Codes
- Village Emergency Response Plan
- Village Evacuation Plan
- Village Development Plans
- Village Stormwater Management Plan (MS4)
- Westchester County Stream Control Law
- Westchester County Emergency Management Plan
- New York State Building Code
- Village's Flood Insurance Study /Village Flood Insurance Rate Maps
- U.S. Army Corps of Engineer Reports (regarding recommendations related to the Mamaroneck and Sheldrake Rivers)
- Federal Disaster Mitigation Act of 2000
- New York State Hazard Mitigation Plan
- FEMA "How to Guide" (FEMA 386)
- National Weather Service Information
- USGS Information

Table 1-2 Key Activities, Meetings and Milestones.

Date	Event	Key Participants
1/10/2011	Board of Trustees authorize the plan	Village Board of Trustees
3/14/2011	Award consultant contract	Village Board of Trustees, Village Mgmt. ¹
4/18/2011	Project initiation and kickoff meeting with Village representatives	Village Mgmt., Consultant ²
6/09/2011	1 st Committee meeting project review, information needs	Village Mgmt., Consultant, Committee ³
6/27/2011	2 nd Committee meeting review of hazards HAZNY analysis	Village Mgmt., Consultant, Committee
6/27/2011	1 st Public Meeting. briefing on hazards and plan process	Village Board of Trustees, Public ⁴
8/23/2011	3 th Committee meeting – review of goals and objectives	Village Mgmt., Consultant, Committee
9/20/2011	4 th Committee Meeting – review of mitigation measures	Village Mgmt., Consultant, Committee
11/01/2011	Submit 1 st Draft for Committee review	Village Mgmt., Committee
12/07/2011	5 th Committee Meeting – review comments on Draft Plan	Village Mgmt., Consultant, Committee
1/09/2012	Complete Plan revision	Consultant
1/15/2012	Submit Draft Plan to NYSOEM for review and comment by FEMA	Village Mgmt.
3/15/2012	Receive FEMA Comments and Crosswalk	Village Mgmt., Consultant
3/16/2012	Begin 30-day Public Review Period	Public, Participating Partners ⁵
3/26/2012	2 nd Public meeting, Draft Plan Presentation	Village Board of Trustees, Public
3/30/2012	Review and incorporate FEMA Crosswalk comments	FEMA, Consultant
4/03/2012	FEMA approval pending adoption by Village Board	Village Mgmt., Consultant, FEMA, Board
4/16/2012	Close of Public Comment period	Public
4/23/2012	Adoption of Plan by Village Board	Village Board of Trustees
4/30/2012	Incorporate Final Comments in Plan	Consultant, Village Mgmt.
5/01/2012	Submit Final Draft Plan to NYSOEM and FEMA	Village Mgmt.

1. Village Manager and Assistant Manager. 2. Consultant – ETG, Environmental Technology Group. 3. Committee – Village of Mamaroneck Hazard Mitigation Committee. 4. Public - Village of Mamaroneck residents. 5. Participating Partners – Organizations having an interest in the Plan.

1.F Formal Community Process

A Mamaroneck resolution was offered and officially authorized the acceptance of a proposal for preparation of a Pre-Disaster Hazard Mitigation Plan on January 10, 2011 and establishment of a committee to complete the project. The Hazard Mitigation Committee, consisting of Village staff, interested parties and the planning consultant (Figure 1-3) were given full authority to carry out the steps in the hazards identification, assessment, planning and mitigation process.

Once the draft plan has been accepted by the participants and by FEMA, the Village will adopt the Plan through a formal resolution (See Section 10). The revisions to the Plan will be submitted to FEMA through NYSOEM to assure that all comments have been resolved and for approval of the Plan.

Key elements of the January 10, 2011 Board authorization resolution to prepare the plan read as follows:

Board of Trustees 1/10/2011 p. 21

Agreement with NY State Office of Emergency Management Pre-Disaster Mitigation Grant

RESOLUTION

**AUTHORIZATION TO EXECUTE AN AGREEMENT WITH THE NEW YORK STATE
OFFICE OF EMERGENCY MANAGEMENT □ PRE DISASTER MITIGATION GRANT**

WHEREAS, the Village of Mamaroneck (Village) has submitted multiple grant applications to the New York State Office of Emergency Management (NYSOEM) which is the coordinating agency for the Federal Emergency Management Administration's (FEMA) competitive grant program for Pre-Disaster Mitigation; and

WHEREAS, a Pre-Disaster Mitigation Plan study involves identifying risks and hazards in the community as well as projects that can reduce damage from future natural and man-made hazards; and

WHEREAS, government agencies must complete a Multi-Hazard Mitigation Plan, approved by FEMA, in order to be eligible for most federal grants for hazard mitigation capital improvement projects; and

WHEREAS, the Village received notice from NYSOEM, dated November 10, 2010, that one of its grant applications was awarded by FEMA; and

WHEREAS, WHEREAS, NYSOEM subsequently proffered a grant agreement to the Village, received on January 10, 2011, attached hereto and made a part hereof, said agreement providing for a grant award of \$50,000 with FEMA providing project funding of 75%, or \$37,500 in cash, and a Village required local cash match of at least 25% or \$12,500; and

WHEREAS, based on the scope of the project staff and subsequent to a Request For Proposal process, staff will recommend to the Village Board that a professional consulting firm be employed to assist the Village in the research and development of the plan in accordance with Federal and State regulations.

On motion of Trustee Albert, seconded by Trustee Ryan:

RESOLVED, that the Village Manager is herein authorized to execute a Multi Year Grant Agreement with the State of New York, for the preparation of a Multi-Hazard Mitigation Plan; and be it further

RESOLVED, that the Village Manager is herein authorized to undertake administrative acts as may be required pursuant to the terms of the agreement.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

Board of Trustees Meeting 3/14/2011 p. 21

D. Award of Contract to Prepare All Hazard Mitigation Plan

RESOLUTION RE:

AUTHORIZATION TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR THE PREPARATION OF A MULTI-HAZARD MITIGATION PLAN

WHEREAS, by resolution of January 10, 2011, the Village Board authorized the execution of a grant agreement with the New York State Office of Emergency Management to provide funding assistance in an amount up to \$37,500 for preparation of a Multi-Hazard Mitigation Plan; and

WHEREAS, a Pre-Disaster Mitigation Plan study involves identifying risks and hazards in the community as well as projects that can reduce damage from future natural and man-made hazards; and

WHEREAS, government agencies must complete a Multi-Hazard Mitigation Plan, approved by FEMA, in order to be eligible for most federal grants for hazard mitigation capital improvement projects; and

WHEREAS, the Village Manager reports that he publicly advertised a Request for Proposals (RFP) on January 14, 2011 and notified fifteen (15) consultants of the Village's RFP; and

WHEREAS, WHEREAS, on the RFP response date of February 25, 2011 eight (8) proposals were submitted and after reviewing the proposals, Environmental Technology Group, 300

Wheeler Road, Suite 307, Hauppauge, NY 11788 (ETG) has been identified as the preferred vendor to prepare such a plan for the Village of Mamaroneck, based on the following;

- ☐ ETG has relevant experience relative to preparing Multi-Hazard Mitigation plans and New York State specifically as it relates to NYSOEM and with FEMA Region II, the agency which will ultimately approve an All Hazard Mitigation Plan;
- ☐ ETG provided the most cost-effective proposal for the Village in the amount of \$31,732.

On motion of Trustee Ryan, seconded by Trustee Albert:

RESOLVED, that the Village Manager is herein authorized to execute a Professional Services Agreement with Environmental Technology Group, 300 Wheeler Road, Suite 307, Hauppauge, NY 11788, to prepare a Multi-Hazard Mitigation Plan for the Village of Mamaroneck based on their proposed cost of \$31,732; and be it further

RESOLVED, that all costs associated with preparation of such Multi-Hazard Mitigation Plan be charged to A.1440.0421; and be it further

RESOLVED, that the Village Manager is herein authorized to undertake such administrative acts as may be required pursuant to the terms of the agreement.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum. Nays: None