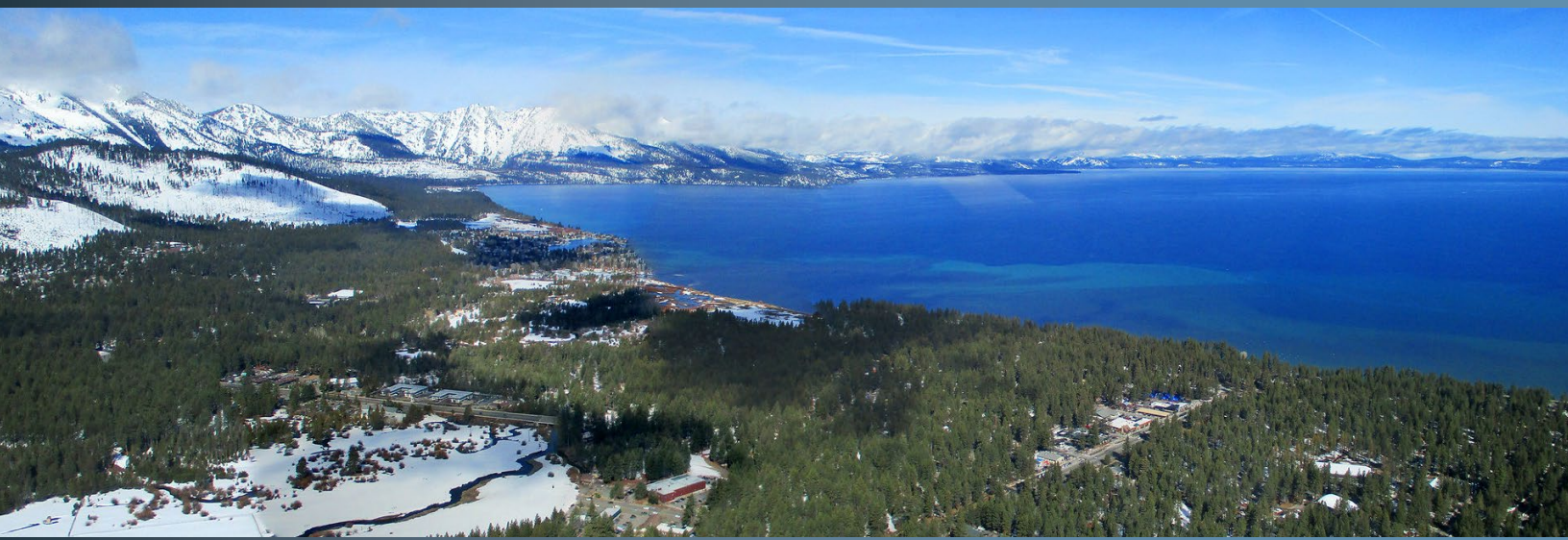




wood.

## Appendix E: Annual Progress Meeting and Report Template





# Appendix E ANNUAL PROGRESS MEETING AND REPORT

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## City of South Lake Tahoe Local Hazard Mitigation Plan Annual Progress Meeting Agenda

1. Discussion on hazard events and impacts that occurred during the performance period
2. Review of progress on mitigation action implementation
3. Discussion on success stories
4. Recommendations for new actions/projects
5. Review of funding options and grant opportunities
6. Review of changes in plan maintenance or implementation
7. Review of continuing public involvement



# Appendix E ANNUAL PROGRESS MEETING AND REPORT

## City of South Lake Tahoe Local Hazard Mitigation Plan Annual Progress Report Template

### Reporting Period:

**Background:** The City of South Lake Tahoe developed a hazard mitigation plan to reduce risk from all hazards by identifying resources, information, and strategies for risk reduction. The federal Disaster Mitigation Act of 2000 requires state and local governments to develop hazard mitigation plans as a condition for federal disaster grant assistance. To prepare the plan, the City and participating stakeholders and partners organized resources, assessed risks from natural hazards within the City, developed planning goals and objectives, reviewed mitigation alternatives, and developed an action plan to address probable impacts from natural hazards. By completing this process, the City maintained compliance with the Disaster Mitigation Act, achieving eligibility for mitigation grant funding opportunities afforded under the Robert T. Stafford Act. The plan can be viewed online at: <https://www.cityofslt.us/1210/Local-Hazard-Mitigation-Plan>

**Summary Overview of the Plan's Progress:** The performance period for the Local Hazard Mitigation Plan became effective on \_\_\_\_, 2022, with the final approval of the plan by FEMA. The initial performance period for this plan will be 5 years, with an anticipated update to the plan to occur before \_\_\_\_, 2027. The *City of South Lake Tahoe Local Hazard Mitigation Plan* has targeted 30 hazard mitigation initiatives to be pursued during the 5-year performance period. As of the reporting period, the following overall progress can be reported:

\_\_ out of \_\_ initiatives (\_\_%) reported ongoing action toward completion.

\_\_ out of \_\_ initiatives (\_\_%) were reported as being complete.

\_\_ out of \_\_ initiatives (\_\_%) reported no action taken.

**Purpose:** The purpose of this report is to provide an annual update on the implementation of the action plan identified in the *City of South Lake Tahoe Local Hazard Mitigation Plan*. The objective is to ensure that there is a continuing and responsive planning process that will keep the hazard mitigation plan dynamic and responsive to the needs and capabilities of the City. This report discusses the following:

- Natural hazard events that have occurred within the last year
- Changes in risk exposure within the planning area (all of the City of South Lake Tahoe)
- Mitigation success stories
- Review of the action plan
- Changes in capabilities that could impact plan implementation
- Recommendations for changes/enhancement

**The Hazard Mitigation Planning Committee:** The Hazard Mitigation Planning Committee (HMPC), made up of City staff, planning partners, and stakeholders within the planning area, reviewed and approved this progress report at its annual meeting held on \_\_\_\_, 202\_\_. It was determined through the plan's development process that the HMPC would remain in service to oversee maintenance of the plan. At a minimum, the HMPC will provide technical review and oversight on the development of the annual progress report. It is anticipated that there will be turnover in the membership annually, which will be documented in the progress reports. For this reporting period, the HMPC membership present at the meeting is as indicated in Table 1.



**TABLE 2.  
ACTION PLAN MATRIX**

Action No.	Action Title	Action Taken? (Yes or No)	Timeline	Priority	Comments	Status (✓, O, X)
<b>City of South Lake Tahoe</b>						
1	Incentivize drought-tolerant landscaping that is also fire-resistant					
2	Develop a homeowner's guide to earthquake preparedness techniques.					
3	Inspect all City buildings and, where applicable, upgrade structures to withstand earthquake events					
4	South Tahoe Zero Energy District (STZED) Connected Community Partnership					
5	Within new permit applications applicable to existing parcels, promote appropriate uses on parcels located within recognized flood-prone areas					
6	Floodplain management ordinance update					
7	Master storm drainage project					
8	Maintenance of storm drainage system					
9	Inspect all bridges within the City to ensure they are structurally safe from failure during peak flow scenario					

**TABLE 2.  
ACTION PLAN MATRIX**

Action No.	Action Title	Action Taken? (Yes or No)	Timeline	Priority	Comments	Status (✓, O, X)
10	Inspect road cuts and fills for signs of failure and erosion and stabilize slopes					
11	Within City zoning ordinance, review and adapt measures that limit construction on steep slopes where extensive cut and fill would be necessary					
12	Continue to coordinate with El Dorado County and Caltrans to conduct snow removal and maintain roadway operations to promote winter public safety					
13	Designate accessible public warming shelters during severe storm and flood events that result in power outages and ensure the shelters have adequate capacity; heat, food, and water supplies; and on-site permanent back-up power generation that can serve vulnerable populations, residents, and visitors					
14	Develop a Winter Response Plan for vulnerable populations in the City					



**TABLE 2.  
ACTION PLAN MATRIX**

Action No.	Action Title	Action Taken? (Yes or No)	Timeline	Priority	Comments	Status (✓, O, X)
15	Build community awareness about severe winter snow storm preparedness					
16	Enforce City ordinance relating to road construction to facilitate emergency vehicle ingress and egress					
17	Forest Fuel Reduction and Defensible Space Program					
18	Promote forest health within the National Forests and State lands of the City to reduce fuel loading					
19	Hazardous fuel treatment and reduction at Airport and Recreation Center					
20	Develop a homeowner guide for reducing the threat of wildland fire to private homes					
21	Develop partnerships with concerned citizen groups to identify and implement neighborhood-specific fire safety programs					
22	Fire hazard defense – Home Hardening Program					
23	Enhance reliability and availability of water distribution system for fire flow					

**TABLE 2.  
ACTION PLAN MATRIX**

Action No.	Action Title	Action Taken? (Yes or No)	Timeline	Priority	Comments	Status (✓, O, X)
	and ensure appropriate water pressure					
24	Routine updates to City Evacuation Plan including the development of procedures that identify and address the needs of socially vulnerable populations in the City					
25	Pandemic Response Plan					
26	Reverse 911 System					
27	Routine LHMP Update					
28	Local EOP Review					
29	Disaster Preparedness Plan					
30	Examine Retrofitting Utilities to Below Ground Level and Analyzing Options with Local Utility Providers					
Status Legend: ✓ = Project Completed O = Action ongoing toward completion X = No progress at this time						



**Changes That May Impact Implementation of the Plan:** *(Insert brief overview of any significant changes in the planning area that would have a profound impact on the implementation of the plan. Specify any changes in technical, regulatory and financial capabilities identified during the plan's development)*

**Recommendations for Changes or Enhancements:** Based on the review of this report by the HMPC, the following recommendations will be noted for future updates or revisions to the plan:

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**Public review notice:** *The contents of this report are considered to be public knowledge and have been prepared for total public disclosure. Copies of the report have been provided to the governing boards of all planning partners and to local media outlets and the report is posted on the City of South Lake Tahoe Local Hazard Mitigation Plan website. Any questions or comments regarding the contents of this report should be directed to:*

*Insert Contact Info Here*