

# KANSAS

## FLOODPLAIN MANAGEMENT

### TIPS



August 2016

#### Association of State Floodplain Managers Conference

The Association of State Floodplain Managers (ASFPM) held its annual conference in Grand Rapids, Michigan. Over 1,000 people attended the conference. Conference activities began on June 19 and concluded on June 24, 2016. Community officials from Kansas attended. Tom Morey and Dane Bailey from Kansas Department of Agriculture/Division of Water Resources were presenters.

Jon Bristor and Mark Vonachen with Kansas Association for Floodplain Management (KAFM) attended a chapter association meeting during the conference. A Region Seven early bird session was held for just the people from Kansas, Missouri, Iowa and Nebraska. There were great plenary sessions with key speakers. The breakout sessions were broken up into tracks. Each track had a particular topic to focus on. With so much variety there is always an interesting track to choose from. This year the tracks were based on the following 9 topics:

- State Floodplain Management and Hazard Mitigation (Special track on Wednesday only.)
- Water Resource Management
- National Flood Insurance Program
- Flood Loss Mitigation
- Levees, Dams and Barriers
- Education and Outreach
- Modeling (Riverine and Coastal)
- Floodplain Mapping
- Showcase Sessions.

Next year this fantastic conference will be held in Kansas City, Missouri from April 30 to May 5, 2017. The conference is near the border and KAFM has joined with the

Missouri Floodplain and Stormwater Managers Association (MfSMA) to host this conference. There should be scholarships to help pay conference fees and discounted conference fees for people in Kansas. Floodplain Managers in the Kansas City area who can't attend the conference could attend for part of a day and act as a volunteer to monitor a room while they hear great speakers. Volunteers can attend those sessions they are volunteering for without fees. More details will be provided at the next KAFM Conference. Conference scholarships and opportunities will be offered first to KAFM members because the organization is hosting.

Learn more at the KAFM conference on September 7-8 in Mulvane. Additional information will be posted at the KAFM website: <http://www.kafm.org/>. Come to Mulvane in September and Kansas City, Missouri next April for great conferences.

#### In this bulletin...

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- Be Prepared for Disaster
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## **Put it in Writing**

Every community has a set of floodplain regulations. Those regulations may be codified or be in a stand alone ordinance or resolution. Floodplain regulations spell out a set of requirements the community will use to manage the floodplains. Most floodplain management regulations tend to be somewhat general. The regulations will state that a permit is required and what the permit criteria will be. On the other hand, those regulations don't get in to the minute details of the permit process.

It is a good idea to have written administrative procedures that spell out the details that are not found in the adopted floodplain regulations. Regulations say that floodplain development permits are required but those regulations don't say who signs the permits, where permits are filed, who is the next person to contact if the Floodplain Manager is out of the office, when elevation certificates are required and what the steps to review a permit will be.

Written administrative procedures are an in house document that you can use to spell out all of the finer details of floodplain management that do not appear in the ordinances or resolution. Community officials who create written administrative procedures usually show those written administrative procedures to their governing bodies. These are in house procedures and don't need to be published or signed. Having the approval of your governing body will avoid any confusion later. Your governing body can't say you are doing your job in a way they don't approve of as long as you follow the procedures they reviewed with you and accepted.

No citizen can say you are treating him or her differently than someone else if you always follow the same method for every property as spelled out in written administrative procedures. Consistency is a key to regulating effectively. Written steps ensure consistency.

Written administrative procedures are a great tool to have in place when disasters happen. The morning after a disaster is not the time to decide how to do damage estimations and what method you'll use for determining fair market value. Have all of those decisions made in advance and spelled out in written procedures. Your written procedures can even spell out how you will allow citizens to appeal a substantial damage determination and the forms of documentation you will accept. Disasters can be very stressful for everyone involved. Having clear guidelines and everyone knowing what the rules are will reduce the levels of stress, help you work more efficiently and resolve complaints.

You may have been doing your job for twenty years and feel comfortable in what you do without a set of written administrative procedures. Think about the future. You will eventually retire or change jobs. The next person to have your job can read those procedures that you write and know how things should be done. Having everything in writing leads to continuity of operations, a smooth transition when there are staff changes.

Staff at Division of Water Resources (DWR) used guidance documents provided by the Federal Emergency Management Agency (FEMA) to write a basic set of written administrative procedures. Communities may use this document as a building block to write their own set of written administrative procedures. The DWR version is as close to a fill-in-the-blanks template as could be made but there is no document that will work for every small town, unincorporated county and large city. Each community will have to modify the document to make it work for them.

Contact Steve Samuelson at [steve.samuelson@ks.gov](mailto:steve.samuelson@ks.gov) to request a copy of the DWR written administrative procedure sample. Consult with Steve Samuelson at 785-296-4622 in the case that you need help or advice to create or update written administrative procedures.

## **Training Opportunities**

The Floodplain Management Program will host the following training sessions throughout Kansas. If you are interested in any of the no-cost training opportunities, please contact Tom Morey at 785-296-5440 or Steve Samuelson at 785-296-4622. A training registration form is in this newsletter.

### **Post Flood Responsibilities**

This free class is intended for community officials responsible for administering floodplain management regulations. The course focuses on what to do during and after a disaster event. Topics include substantial damage, permitting, Increased Cost of Compliance and violations. Allowed 3.5 hours for certified floodplain managers. Limited to 20 participants.

- Valley Center - Nov. 3, 2016 8:30 a.m.-12:30 p.m.

### **Violations and Enforcement in Floodplain**

This free class is intended for community officials responsible for enforcing floodplain management regulations. The course will focus on various types of violations, how to correct violations and enforcement procedures. Allowed 3.5hours for certified floodplain managers. Limited to 20 participants.

- Overland Park– Oct. 4, 2016 8:30 a.m.-12:30 p.m.

### **Basics of the National Flood Insurance Program**

This class is for officials responsible for administering their local floodplain management ordinance. The focus is on the National Flood Insurance Program (NFIP) and concepts of floodplain management, maps and studies, ordinance administration, and the relationship between floodplain management and flood insurance. Allowed 3.5 hours for certified floodplain managers. Limited to 20 participants.

- Council Grove - Oct. 12, 2016 8:30 a.m.-12:30 p.m.

Find more information about floodplain management from Kansas Department of Agriculture  
Division of Water Resources on line at:  
<http://agriculture.ks.gov/divisions-programs/dwr/floodplain>

Email saves money on postage. The electronic newsletter also has links and the photos are in color. If you are getting this newsletter by postal mail and would prefer email please contact Steve Samuelson at [steve.samuelson@ks.gov](mailto:steve.samuelson@ks.gov).

Mark your calendar. The Kansas Association for Floodplain Management 2016 conference will be September 7 and 8 in Mulvane. More information will be posted at the website: [www.kafm.org](http://www.kafm.org). Registration will be done through a link on the website. If you have questions about registration please contact Don Slone, Chairman, at 913-667-1708.

**Kansas Department of Agriculture**  
**Division of Water Resources**  
**Floodplain Program**  
**Training Registration Form**

Name \_\_\_\_\_

\_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Name, date and location of training you will attend \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Please share this invitation with anyone else who could benefit from the training.

\*\*Classroom locations will be sent to registered participants one week before the training.

Please mail or fax your registration to:

KANSAS DEPARTMENT OF AGRICULTURE  
FLOODPLAIN MANAGEMENT PROGRAM  
6531 SE Forbes Ave., Suite B  
TOPEKA, KS 66619  
Fax to: 785-296-7155

For questions about training, please contact Steve Samuelson by email at [steve.samuelson@ks.gov](mailto:steve.samuelson@ks.gov) or by phone 785-296-4622, or contact Tom Morey at [tom.morey@ks.gov](mailto:tom.morey@ks.gov) and 785-296-5440.

Please help us keep our records current. If the name that appears on this newsletter is for an individual no longer with your organization, please call 785-296-4622, or email [steve.samuelson@ks.gov](mailto:steve.samuelson@ks.gov) to report the change.

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Kansas Department of Agriculture  
Division of Water Resources  
Topeka Field Office  
Floodplain Management  
6531 SE Forbes Ave., Suite B  
Topeka, KS 66619

### **ASFPM 2017 National Conference in Kansas City**

The 2017 Association of State Floodplain Managers National Conference will be April 30 to May 5, 2017 in Kansas City, Missouri. This conference is an excellent opportunity for floodplain managers to receive training on mapping technologies, regulations, permitting, outreach and best practices. It is estimated the conference will be attended by more than 1,000 floodplain management professionals. This conference is a great chance to meet people for networking and to learn the latest news in floodplain management. Don't miss out on this opportunity for this conference when it is so close. Contact Tom Morey to find out about scholarships to attend this conference.

### **KDA/DWR Water Structures Floodplain Program Staff**

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