

# PLAN MAINTENANCE

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## Plan Maintenance Procedures

The following is an explanation of how the participating jurisdictions and the CVCOG will implement the Plan Update, and continue to evaluate and enhance it over time. In order to ensure that the Plan remains current and relevant, the following plan maintenance procedures will be addressed:

- Monitoring and Evaluating the Plan
- Updating the Plan
- Incorporating the Plan into other Planning Mechanisms
- Continued Public Involvement

## Monitoring and Evaluation

Periodic revisions of the Plan Update are required to ensure that the goals, objectives, and mitigation action plans are kept current. In addition, revisions may be necessary to ensure that the Plan Update remains in full compliance with state and federal standards.

### Plan Monitoring

Monitoring the Plan Update will be the responsibility of all of the jurisdictions, CVCOG and additional planning team members. Each community has designated one person or department responsible for the development and implementation of the Plan. This team member's title is listed in Appendix B. The person that holds the title listed in Appendix B will be responsible for monitoring the Plan. The Plan will be monitored by each jurisdiction annually. The department responsible will review mitigation actions submitted and develop a brief report if any changes are needed, such as recommending an action for funding.

### Plan Evaluation

As part of the evaluation process, team members from each jurisdiction will meet bi-annually. The first meeting will be held among those involved in the planning process for the specific jurisdiction. The second meeting will be held at the county level so that each county and the communities therein can assess any changes in risk, determine whether implementation of mitigation actions is on schedule or if there are any implementation problems (such as technical, political, legal or coordination issues), and reflect changes in land development or programs that affect mitigation priorities in their respective jurisdictions.

## Updating

### Plan Amendments

At any time, minor technical changes may be made to the Plan to keep it current. If additional entities would like to join in the planning effort by way of an amendment they may do so provided that the CVCOG approves of the addition and FEMA regulations for adding a jurisdiction are followed. Any changes by a participating jurisdiction to the mitigation actions or modifications in the overall direction of the Plan will be subject to approval by the governing body of that jurisdiction. Once the amendment is approved, it will be transmitted to the Texas Division of Emergency Management (TDEM).

The following factors will be considered in developing an amendment:

## Plan Maintenance

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- Errors or omissions made in the identification of issues or needs during the preparation of the Plan;
- New issues or needs that were not adequately addressed in the Plan; and
- Changes in information, data or assumptions from those on which the Plan was based.

## Five (5) Year Review

The Plan will be thoroughly reviewed by each planning team member at the end of three years from the date of adoption by the local governing body to determine whether there have been any significant changes that necessitate changes in the types of mitigation actions proposed. New development in identified hazard areas, an increased exposure to hazards, disaster declarations, the increase or decrease in capability to address hazards, and changes to federal or state legislation are examples of factors that may affect the content of the Plan Update.

This plan review will provide the CVCOG and participating jurisdictions with an opportunity to evaluate successful actions and document potential losses avoided due to the implementation of specific mitigation measures. The plan review also provides the opportunity to address mitigation actions that may not have been successfully implemented as assigned. It is recommended that the planning team meet to review the Plan at the end of three years, as grant funds may be necessary for the development of a five-year update. Due to the timelines for grant cycles, it is wise planning to begin the review process in advance of the five-year deadline.

Following the review, any revisions deemed necessary will be summarized and utilized according to the reporting procedures and plan amendment process outlined herein. Upon completion of the review and update/amendment process and after being approved by the local governing body, the revised plan will be submitted to the TDEM for final review and approval in coordination with FEMA.

## Incorporation

At the beginning of the planning process, each team member was given a capability assessment survey to complete for their jurisdiction. The purpose of this survey was to identify the plans available for the incorporation of the Plan Update by inventorying each jurisdiction's relevant plans, programs and ordinances; identify shortfalls or weaknesses that could hinder the incorporation or implementation of mitigation actions; identify opportunities for establishing or enhancing mitigation policies, programs or projects; and

establish goals based on an understanding of the organizational capacity and technical capability of each community.

### **Incorporation of the 2005 Plan**

The capability survey distributed not only provided an assessment of current planning capabilities, but also served as a critical component in obtaining information on how the 2005 Plan had been incorporated into various planning mechanisms.

Some of the jurisdictions have incorporated the mitigation plan into response to natural disasters within their communities and realized how important it is to work closely with city officials, city law enforcement, and fire departments. During this Plan Update, the CVCOG Region, as in other parts of the state, was experiencing extreme drought conditions and wildfire conditions. Water shortage was and remains a critical issue. Many of the communities and counties developed mitigation actions to include Wildfire Protection Plans and public awareness activities focusing on wildfire danger.

On the whole, the 2005 Plan was not incorporated into other community planning mechanisms, but reviewed during annual budget meetings for grant determinations. Public awareness activities were also maintained; however the mitigation plan itself was not referenced or added as an appendix to other plans. It is the intention that with this Plan Update, revisions will be made and the Plan incorporated into other mechanisms as development continues throughout the CVCOG.

### **Incorporation of the Plan Update**

Table 18-1 identifies planning mechanisms available for all jurisdictions in the CVCOG and provides examples of how the Plan Update will be incorporated into current efforts.

**Table 18-1. Examples of Incorporation of the Plan Update**

PLANNING MECHANISM	METHOD OF INCORPORATION
Grant Applications	<p>Jurisdictions will consult the Plan Update whenever there are yearly grant funding cycles available through FEMA, including the Pre-Disaster Mitigation (PDM) cycle and when there is a Disaster Declaration for Texas triggering Hazard Mitigation Grant Program (HMGP) funds. Mitigation actions for each jurisdiction will be reviewed by the planning team members and information will be updated for completing applications, such as maps and risk assessment data. If a project is not in the Update, an amendment may be developed.</p>
Annual Budget Review	<p>Each jurisdiction that participated in the planning process will review the Update and mitigation actions therein when conducting their annual budget review. When allocating funds for upcoming operating and construction budgets, high priority mitigation actions will be reviewed during City Council and Commissioner Court meetings. Each Planning Team member will be responsible for bringing mitigation actions to their respective county or city to discuss feasibility of the potential project in terms of the availability of funds, grant assistance and a preliminary cost benefit review.</p>
Emergency Planning	<p>Based on the results of the Capability Assessment Survey, each jurisdiction in the CVCOG has an Emergency Operations or Management Plan. The Plan Update will be consulted when during updates to each jurisdiction’s local emergency and/or disaster recovery plan. Risk assessment and vulnerability data will be pulled from the plan and reviewed in conjunction with the review, renewal or re-writing of an Emergency Operations or Management Plan. This data will either be included within the new emergency planning mechanism or included as an appendix. Mitigation projects that relate to prevention and protection will also be reviewed for relevance to determine if they should be included.</p>

PLANNING MECHANISM	METHOD OF INCORPORATION
Capital Improvements	Before any updates to Capital Improvement Plans (CIP) are conducted, each jurisdiction will review the risk assessment and mitigation strategy sections of the Plan Update, as limiting public spending in hazardous zones is one of the most effective long-term mitigation actions available to local governments. Profile information and data regarding NFIP compliance and maintenance will be reviewed in conjunction with any CIP that is developed. If new census or land use data is available, this information should be added to the Plan Update.
Floodplain Management and Fire Protection	The Plan Update will be utilized in updating and maintaining floodplain management and fire protection plans, as the goals of both planning mechanisms are similar. In updating or maintaining these plans, the Plan Update will be consulted for NFIP compliance and flood risk (Section 5) and wildfire risk and extent (Section 9). Information from these sections will be reviewed for inclusion. In addition, mitigation actions that address wildfire and flood will be reviewed for inclusion by jurisdiction.

## Continued Public Involvement

### Public Involvement over the Past Five Years

Throughout the past five years, the CVCOG has continued to solicit public comment and involvement. The 2005 Plan has been available on the CVCOG website in the Regional Services “Hazard Mitigation” section since FEMA approval.

In addition, participating jurisdictions have implemented several public education programs and campaigns since 2005 in order to maintain public involvement, such as:

- Promoting hazard awareness and mitigation activities through media outlets;
- Conducting public education activities through seminars and presentations at conferences and local school events;
- Developing pamphlets and hosting public forums, as well as going door to door ; and

- Posting public surveys.

### **Public Involvement Going Forward**

Input from the public was an integral part of the preparation of the Plan Update and will continue to be essential as the Plan grows and changes. As noted above, a significant change to this plan will require opportunities for the public to make its views known.

This Plan will be posted on the CVCOG website, [www.cvcog.org](http://www.cvcog.org), and the websites of participating jurisdictions, where available, so that officials and the public will be able to provide ongoing feedback. A copy of the updated plan also will be kept for public review at CVCOG headquarters.

Further, if necessary, the CVCOG can designate voluntary citizens or willing members of the private sectors as members of the planning team, as well as utilize local media to notify the public of any maintenance or periodic review activities taking place.