

Appendix K: Plan Maintenance

This appendix describes the LMS's approach to plan maintenance in fulfillment of the following FEMA requirements:

Requirement §201.6(c)(4)(i): The plan maintenance process *shall* include a section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.

Requirement §201.6(c)(4)(iii): The plan maintenance process *shall* include a discussion on how the community will continue public participation in the plan maintenance process.

Monitoring

The LMS Coordinator will monitor the progress of mitigation projects and actions based on inputs from county and municipal project managers and periodic requests directed to the Mitigation Bureau at the Florida Division of Emergency Management.

All LMS member agencies will be surveyed periodically (at least once per year) via e-mail for information relating to hazard occurrences, new mitigation initiatives, changes in resources and assets, etc. All jurisdictions will be asked to update all mentions of their involvement with mitigation and the LMS in the current Plan.

The Senior Mitigation Planner of the Palm Beach County Division of Emergency Management will monitor and document hazard events, note changes in the hazard environment, capture damage and loss data, and maintain and update hazard and vulnerability assessment data on an ongoing basis.

The LMS Coordinator will organize meetings of the Steering Committee and subcommittees to address issues of interest, provide LMS members with meeting summaries and action items, and retain meeting results in LMS files.

The LMS Coordinator and Steering Committee will monitor grant opportunities and advise LMS member organizations of deadlines and application requirements. Working with the Division of Emergency Management's Grant Analyst, the LMS Coordinator will track and report the financial status of active grant projects.

The LMS Coordinator will work with the Recovery unit of the Division of Emergency Management in assessing post disaster damages, compile information for declarations, and monitor announcements of Hazard Mitigation Grant Program and other funding assistance organizations and programs. The Coordinator will provide information and otherwise assist potential grant applicants.

The above activities outline plan maintenance during the four years leading up to the fifth year of the planning cycle (2009–2012). Beginning in January of each formal revision year, the Steering Committee will lead a more intensive planning effort to update the Plan, obtain approvals, make necessary revisions and complete the 44CFR crosswalk for FEMA review and approval.

Evaluation

The LMS Plan and program will be evaluated annually to determine the effectiveness of its projects, programs, and policies. The LMS Coordinator will be responsible for scheduling and organizing Steering and subcommittee meetings, collecting, analyzing and incorporating member, State, FEMA and public inputs, and preparing or coordinating preparation of plan revisions. Each year, the LMS Coordinator and Steering Committee members will assess the current version of the Plan and determine the enhancements needed or desired.

A thorough examination of the Plan will take place during the fifth year of the process to ensure Palm Beach County has a current and actionable document at the end of the planning cycle. The Steering Committee and LMS Coordinator will review goals and action items to determine their relevance to changing situations in the County and to changes in state or federal policy. The Steering Committee will look at any changes in resources that may influence plan implementation (such as funding) and program changes that may require changes. The Steering Committee will review the Plan to determine:

- Are the mitigation actions effective?
- Are there any changes in land development that affect mitigation priorities?
- Do the goals, objectives, and action items meet social, technical, administrative, political, legal, economic, and environmental expectations?
- Are the goals, objectives, and mitigation actions relevant and achievable given any changes in State or federal regulations or policy?
- Is there any new data that affects the Risk Assessment portion of the Plan?

Update

As practicable, the LMS Coordinator will compile new information and incorporate it into the Plan to minimize workloads during the final months of the five year planning cycle. The Coordinator and Steering Committee will also assess and incorporate recommendations offered by FEMA and the State.

Prior to the fifth year of the planning cycle, the County LMS will apply for contractor grants to assist the Plan revision process. If grant funding is not forthcoming, the scope and timing of updates and revisions will be scaled to available internal resources.

The updated/revised Plan will be submitted to the Mitigation Bureau of the Florida Division of Emergency Management in accordance with State and FEMA deadlines and requirements.

After FEMA has approved the County Plan, the LMS Coordinator will submit it to the Board of County Commissioners for formal adoption. The approval process may require as much as three months to schedule and complete. Once the Plan is formally adopted by the County, each of the 38 municipalities will follow suit. Historically, the municipal adoption process has taken 4 to 6 months to accomplish.

Originals of the executed adoption resolutions will be filed with the Minutes Department of the Clerk of the Circuit Court. As directed by FEMA copies will be submitted to the State and FEMA and/or posted in the Plan. A copy of the County Adoption resolution will be included in the Final Plan. Any delinquent adoptions will be noted in the Plan as well.

Continued Public Involvement

Palm Beach County is dedicated to public involvement in the hazard mitigation planning and review process. During all phases of plan maintenance, the public will be provided an opportunity to provide opinions, concerns, suggestions and ideas to the LMS. Historically, however, attempts at organizing special forums for the general public have produced poor attendance and weak participation. Private sector participation has been somewhat more successful.

For future updates and revisions, the LMS will post drafts of the Plan on the Division of Emergency Management's website for public comment. To improve the chances for significant public input, all jurisdictions will be asked to solicit neighborhood associations and other resident groups like CERT teams in their area to visit the website. Public inputs will be presented to the Steering Committee for discussion and consideration. If warranted these inputs will be incorporated into the Plan.