

PLAN MAINTENANCE PROCEDURES

This section discusses how the *Mitigation Strategy* and Mitigation Action Plans will be implemented by participating jurisdictions and how the overall Multi-jurisdictional Hazard Mitigation Plan will be evaluated and enhanced over time. This section also discusses how the public will continue to be involved in the hazard mitigation planning process. It consists of the following three subsections:

- Implementation
- Monitoring, Evaluation and Enhancement
- Continued Public Involvement

44 CFR Requirement

44 CFR Part 201.6(c)(4)(i):

The plan shall include a plan maintenance process that includes a section describing the method and schedule of monitoring, evaluating and updating the mitigation plan within a five-year cycle.

Implementation

Each jurisdiction participating in this Plan is responsible for implementing specific mitigation actions as prescribed in their locally adopted Mitigation Action Plan (Section 9: Mitigation Action Plans). In each Mitigation Action Plan, every proposed action is assigned to a specific local department or agency in order to assign responsibility and accountability and increase the likelihood of subsequent implementation. This approach enables individual jurisdictions to update their unique mitigation strategy as needed without altering the broader focus of the countywide Plan. The separate adoption of locally-specific actions also ensures that each jurisdiction is not held responsible for the monitoring and implementing the actions of other jurisdictions involved in the planning process.

In addition to the assignment of a local lead department or agency, an implementation time period or a specific implementation date has been assigned in order to assess whether actions are being implemented in a timely fashion. Catawba County and its jurisdictions will seek outside funding sources to implement mitigation projects in both the predisaster and post-disaster environments¹. When applicable, potential funding sources have been identified for proposed actions listed in the Mitigation Action Plans.

Catawba County will continue to integrate this Hazard Mitigation Plan into its annual budget process, in which annual outcomes (i.e. special projects) are pre-identified as targets for completion and subsequently reported on through a mid-year report to the Board of County Commissioners and senior management officials. The Mitigation Plan continues to be highlighted in the Annual Reports prepared by the Catawba County Planning, Parks and Development Department, and it will continue to be included in future reports as deemed appropriate. In addition, each of the municipal jurisdictions will continue to implement the goals and strategies of this plan by incorporating the recommendations into annual action plans adopted by their respective City or Town Councils. Since the completion of the initial 2004 Plan most jurisdictions have not formally integrated the mitigation strategy and actions plan outside of their routine reporting, budgeting and capital improvements programming efforts. However the document is incorporated by reference in other planning mechanisms when appropriate.

44 CFR Requirement

44 CFR Part 201.6(c)(4)(ii):

The plan maintenance process shall include a process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate.

¹ A listing of key federal hazard mitigation funding sources is provided in *Appendix C*.

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It will be the responsibility of each participating jurisdiction to determine additional implementation procedures beyond those listed within their Mitigation Action Plan. This includes integrating the requirements of the Hazard Mitigation Plan into other local planning documents, processes or mechanisms such as comprehensive or capital improvement plans, when appropriate. The members of the Mitigation Advisory Committee will remain charged with ensuring that the goals and strategies of new and updated local planning documents for their jurisdictions or agencies are consistent with the goals and actions of the Hazard Mitigation Plan, and will not contribute to increased hazard vulnerability in Catawba County. Opportunities to integrate the requirements of this Plan into other local planning mechanisms shall continue to be identified through future meetings of the Mitigation Advisory Committee and through the five-year review process described herein. Although it is recognized that there are many possible benefits to integrating components of this Plan into other local planning mechanisms, the development and maintenance of this stand-alone Multi-jurisdictional Hazard Mitigation Plan is deemed by the Catawba County Mitigation Advisory Committee to be the most effective and appropriate method to implement local hazard mitigation actions at this time.

Monitoring, Evaluation and Enhancement

The agency with the overall responsibility monitoring this Plan is the Catawba County Planning, Parks and Development Department. Periodic revisions and updates of the Hazard Mitigation Plan are required to ensure that the goals of the Plan are kept current, taking into account potential changes in hazard vulnerability and mitigation priorities. In addition, revisions may be necessary to ensure that the Plan is in full compliance with applicable federal and state regulations. Periodic evaluation of the Plan will also ensure that specific mitigation actions are being reviewed and carried out according to each jurisdiction's individual Mitigation Action Plan.

Following completion of the initial 2004 Plan, Catawba County coordinated with each of the participating jurisdictions on the evaluation and monitoring activities. This included e-mail correspondence and occasional meetings between Mitigation Advisory Committee members. This also included the submission, review and discussion of status updates on each jurisdiction's Mitigation Action Plans that addressed which actions were complete, those that were delayed or deferred, and those that should be deleted from the Plan along with explanations for why proposed actions have changed. The results of this process indicated that a majority of the jurisdictions were successful in implementing their Mitigation Action Plans (as further described in Section 9: Mitigation Action Plans). In preparation of the five-year plan review process, County staff also attended two (2) training sessions sponsored by the North Carolina Division of Emergency Management which helped to ensure that all new planning guidance and requirements were fully understood. In terms of public involvement, aside from being notified through the posting of Board and Council meeting minutes and Annual Report documents, the public was not heavily involved in the plan maintenance process until the 2009 plan update process began in May 2009 (as further described in Section 2: Planning Process).

The Catawba County Mitigation Advisory Committee will continue to meet regularly, as determined necessary by the Catawba County Planning, Parks and Development Department and following any disaster events warranting a reexamination of the mitigation actions being implemented or proposed by the participating jurisdictions. Catawba County staff will also continue to attend training workshops sponsored by the North Carolina Division of Emergency Management or others in order to keep up to date with any changing guidance or planning

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requirements and to communicate that information to representatives of participating jurisdictions. As part of this monitoring, evaluation and enhancement process, each participating jurisdiction will be expected to provide a status update to the County for their respective Mitigation Action Plans in order to evaluate the Plan's implementation effectiveness. This will ensure that the Plan is continuously maintained and updated to reflect changing conditions and needs within Catawba County. If determined appropriate or as requested, an annual report on the Plan will be developed and presented to local governing bodies of participating jurisdictions in order to report progress on the actions identified in the Plan and to provide information on the latest legislative requirements and/or changes to those requirements.

Five (5) Year Plan Review

The Plan will be reviewed by the Mitigation Advisory Committee every five years to determine whether there have been any significant changes in Catawba County that may, in turn, necessitate changes in the types of mitigation actions proposed. New development in identified hazard areas, an increased exposure to hazards, the increase or decrease in capability to address hazards, and changes to federal or state legislation are examples of factors that may affect the necessary content of the Plan.

The plan review provides community officials with an opportunity to evaluate those actions that have been successful and to explore the possibility of documenting 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. The Catawba County Planning, Parks and Development Department will be responsible for reconvening the Mitigation Advisory Committee and conducting the five-year review.

During the five-year plan review process, the following questions will be considered as criteria for assessing the effectiveness and appropriateness of the Plan:

- Do the goals address current and expected conditions?
- Has the nature or magnitude of risks changed?
- Are the current resources appropriate for implementing the Plan?
- Are there implementation problems, such as technical, political, legal or coordination issues with other agencies?
- Have the outcomes occurred as expected?
- Did the jurisdictions, agencies and other partners participate in the plan implementation process as proposed?

Following the five-year review, any revisions deemed necessary will be summarized and implemented according to the reporting procedures outlined herein. Upon completion of the review and update/amendment process, the Catawba County Multi-jurisdictional Hazard Mitigation Plan will be submitted to the State Hazard Mitigation Officer at the North Carolina Division of Emergency Management for final review and approval in coordination with the Federal Emergency Management Agency.

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Disaster Declaration

Following a disaster declaration, the Plan will be revised as necessary to reflect lessons learned, or to address specific issues and circumstances arising from the event. It will be the responsibility of the Catawba County Planning, Parks and Development Department to reconvene the Mitigation Advisory Committee and ensure the appropriate stakeholders are invited to participate in the plan revision and update process following declared disaster events.

Reporting Procedures

The results of the five-year review will be summarized by the Mitigation Advisory Committee in the relevant sections of the updated plan. This includes: a comprehensive description of the plan update process including an evaluation of plan effectiveness (Section 2); any updates to the community profile (Section 3); any notable revisions or updates to the risk assessment (Sections 4-6) or capability assessment (Section 7); updated mitigation goals and consideration of mitigation action alternatives (Section 8); status updates on previously adopted mitigation action plans (including the identification of reasons for delays or obstacles to their implementation) as well as the identification of newly proposed mitigation actions (Section 9); and revisions or updates to plan maintenance procedures (Section 10).

Any necessary revisions of changes to the countywide Plan elements must follow the monitoring, evaluation and enhancement procedures outlined herein. During the 2009 plan update process, it was determined that the previously adopted "Plan Amendment Process" was an extraneous process not necessary for the successful implementation of the Catawba County Multi-jurisdictional Hazard Mitigation Plan. For changes and updates to the individual Mitigation Action Plans, appropriate local designees will assign responsibility for the completion of the task.²

Continued Public Involvement

Public participation is an integral component to the mitigation planning process and will continue to be essential as this Plan evolves and is updated over time.

The most appropriate and meaningful opportunities for the general public to be involved in the maintenance and implementation of the Catawba County Multi-jurisdictional Hazard Mitigation Plan is during the five-year plan review process as described earlier in this section. As demonstrated in Section 2: *Planning Process*, Catawba County and its participating jurisdictions have been extremely ambitious and successful in gaining widespread public involvement during the five-year plan review process through multiple

44 CFR Requirement

44 CFR Part 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.

² Local jurisdictions do have the authority to approve/adopt changes to their own Mitigation Action Plans without approval from the County; however, the County should be advised of all changes as a courtesy and for consideration for changes or modifications to the countywide Plan. Changes to either the multi-jurisdictional plan or local Mitigation Action Plans will necessitate the adoption of these changes by the appropriate local governing body. Ultimately, the updated Plan or plan component(s) will be submitted to the North Carolina Division of Emergency Management.

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methods. While the five-year plan review process represents the greatest opportunity for such involvement, other efforts to involve the public in the maintenance, evaluation and revision process will continue to be made as necessary. These efforts may include:

- Advertising meetings of the Mitigation Advisory Committee in local newspapers, public bulletin boards and/or City and County office buildings;
- Designating willing and voluntary citizens and private sector representatives as official members of the Mitigation Advisory Committee;
- Utilizing local media to update the public of any maintenance and/or periodic review activities taking place;
- Utilizing City and County Web sites to advertise any maintenance and/or periodic review activities taking place; and
- Keeping copies of the Plan in public libraries.
- Posting the Annual Reports on the Plan to City and County Web sites