

## SECTION 6 - PLAN MAINTENANCE PROCEDURES

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This section describes the system that Delaware County and the participating jurisdictions have established to monitor, evaluate and update the mitigation plan and to facilitate public involvement with plan maintenance.

### 6.1 Monitoring, Evaluation and Updating the Plan

This section presents the procedures for monitoring, evaluating, and updating the plan.

#### Monitoring

To monitor the implementation of the mitigation plan, the Steering Committee will collect and process the annual reports from the agencies involved in implementing mitigation projects or activities identified in Section 5 of this plan or conduct phone calls and meetings with persons responsible for overseeing the mitigation projects; they also will discuss the plan's status at the annual meeting of the Steering Committee. An annual report summarizing the previously mentioned activities will be written and maintained. These annual reports will provide data for the 5-year update of this plan and will assist in pinpointing implementation challenges. By monitoring the implementation of the plan on an annual basis, the Steering Committee will be able to assess which projects are completed, which are no longer feasible, and what projects may require additional funding. Finally, the Steering Committee will periodically inform the public about the progress and success of its efforts through the mitigation planning website and newspaper announcements.

#### Evaluation

The evaluation of the mitigation plan is an assessment of whether the planning process and actions have been effective, if the communities' goals are being achieved, and whether changes are needed. The mitigation plan will be evaluated on an annual basis to determine the effectiveness of the programs, and to reflect changes that may affect mitigation priorities or available funding. The County Hazard Mitigation Coordinator will be responsible for coordinating the annual meeting with the Steering Committee. The group will reconvene in the first quarter of each year. Prior to the meeting, each of the participating jurisdictions will gather data to assess progress toward meeting plan objectives and goals. The evaluation will assess whether:

- Goals and objectives address current and expected conditions.
- The nature or magnitude of the risks has changed.
- Current resources are appropriate for implementing the plan and if different or additional resources are now available.
- Actions were cost-effective.
- Schedules and budgets are feasible.
- Implementation problems, such as technical, political, legal or coordination issues with other agencies are present.
- Outcomes have occurred as expected.
- Changes in county/town/village resources impacted plan implementation (e.g., funding, personnel, and equipment).
- Changes in programming or government structures warrant changes to the plan.
- New agencies/departments/staff should be included.

Specifically, the Steering Committee will review the mitigation goals, objectives, and activities

using performance-based indicators, including:

- Project completion
- Percent complete versus percent of resources allocated
- Under/over spending
- Achievement of the goals and objectives
- Resource allocation (e.g., If there had been more money would the activity have been more successful?)

Additionally, the group will review the mitigation implementation strategy using performance-based indicators including:

- Timeframes
- Budgets
- Lead/support agency commitment
- Resources (funding, personnel [have people been reassigned or left?])
- Feasibility (Is it still an appropriate measure?)

Finally, they will evaluate how other programs and policies have conflicted, or augmented, planned or implemented measures. Other programs and policies can include those that address:

- Sustainability
- Economic development
- Water quality management
- Environmental protection
- Historic preservation
- Redevelopment
- Health and/or safety
- Recreation
- Land use/current and comprehensive planning
- Transportation
- Public education and outreach

To summarize, indicators of success for short term projects will include performance-based indicators such as: mitigation project completion; completion of mitigation projects within the allotted budget and schedule; funding status; and dollar amounts in losses avoided (when available) or change in number of households, businesses, critical facilities, and environmental assets at risk. Longterm projects will include clear milestones such as grant application, funding awards, construction kick-off and interim deliverables. For projects and programs that were not successful, the Steering Committee will consider lessons learned so that more appropriate alternatives can be developed next time.

The plan will also be evaluated and revised following any major disasters to determine if the recommended mitigation strategies remain relevant. The risk assessment will also be revisited to see if any changes are necessary based on the pattern of disaster damages or if data listed in Section 4.4.12 of this plan has been collected to facilitate the risk assessment. This is an opportunity to increase the community's disaster resistance and build a stronger community.

Following the annual plan evaluation process, each jurisdiction will provide input to the annual report describing: (1) the status of current mitigation activities or projects and (2) any plan changes deemed necessary.

The longterm vision for the Steering Committee is to integrate its efforts into the Delaware County Emergency Planning Committee (EPC) (identified in Section 2 of this plan). As a long-term strategy, the Steering Committee recommends integrating the goals, purposes, and membership of the hazard mitigation Steering Committee with the EPC. By doing so, Steering Committee members anticipate that:

- 1) Hazard mitigation planning will be formally recognized as an integral part of overall emergency management efforts;
- 2) The Delaware County Multi-Jurisdictional All Hazard Mitigation Plan and the Delaware County Comprehensive Emergency Management Plan will become mutually supportive documents that work in concert to meet the goals and needs of Delaware County residents; and
- 3) Duplication of effort can be minimized.

Once this integration occurs, the EPC meeting will become the forum for the annual mitigation plan evaluation meeting.

### Updating

The mitigation plan will be updated every five years and will reflect the results of the annual plan evaluations. The Steering Committee will initiate the next revision process for the plan during its annual review meeting in 2010. Following an update of the mitigation plan, the plan will be distributed for public comment. After all comments are addressed, the plan will be revised and distributed to all Steering Committee members, to each jurisdiction, and the New York State Hazard Mitigation Officer.

## 6.2 Continued Public Involvement

Delaware County and the participating jurisdictions are committed to the continued involvement of the public in the hazard mitigation process. Copies of the Delaware County Multi-Jurisdictional All Hazard Mitigation Plan will be kept and made available for review at the following locations:

- Delaware County Planning Department
- Delaware County Department of Emergency Services
- Town and Village Halls
- Public Libraries throughout Delaware County

A notice regarding the existence and location of copies of the mitigation plan will be publicized annually in the *Delaware County Times* and posted on the Delaware County web site. This announcement will follow the Steering Committee's annual review effort (1<sup>st</sup> quarter of each year).

The public will have an opportunity to comment on the plan at a public meeting following the organizational meeting of the Steering Committee which will be held as a part of the annual planning evaluation process and the 5-year plan update. The purpose of this meeting will be to provide the public an opportunity to express concerns, opinions, and ideas about the mitigation plan.

The Delaware County Hazard Mitigation Coordinator is responsible for coordinating the plan evaluation portion of the meeting, soliciting feedback, collecting and reviewing the comments, and ensuring their incorporation in the 5-year plan update as appropriate. Members of the Steering Committee will assist the Coordinator, as necessary. Contact information for the Delaware County Planning Department is included in the Point of Contact information at the end of the Executive Summary of this document.