

SECTION 7: PLAN MAINTENANCE PROCEDURES

§201.6(c)(4): [The plan shall include...] (4) A **plan maintenance process** that includes:

- (i) A section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.
- (ii) 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.
- (iii) Discussion on how the community will continue public participation in the plan maintenance process.

§201.6(d)(3): Plans must be reviewed, revised if appropriate, and resubmitted for approval within five years in order to continue to be eligible for HMGP project grant funding.

According to the DMA 2000 requirements, each plan must define and document processes or mechanisms for maintaining and updating the hazard mitigation plan within the established five-year planning cycle. Elements of this plan maintenance section include:

- Monitoring and Evaluating the Plan**
- Updating the Plan**
- Implementing the Plan by Incorporation into Other Agency or Jurisdictional Planning Mechanisms**
- Continued Public Participation**

Maricopa County recognizes that this hazard mitigation plan is intended to be a “living” document with regularly scheduled monitoring, evaluation, and updating.

Section 9 of the 2004 Plan outlined specific steps for plan maintenance. A poll of the MJPT indicated that very little, if any, formal review or maintenance occurred over the past five years. The 2004 Plan was used by several municipalities for the development of grant applications, and was therefore indirectly reviewed on occasion. Reasons for the lack of review included:

- The plan maintenance requirements were not effectively communicated when changes in personnel occurred.
- A general lack of understanding regarding the importance and requirements of the maintenance element.
- A three year period of extremely rapid growth and the lack of resources or time to perform the plan maintenance tasks.

Recognizing the need for improvement, the MJPT discussed ways to make sure that the Plan review and maintenance process will occur over the next five years. The results of those discussions are outlined in the following sections and the plan maintenance strategy.

7.1 Monitoring and Evaluation

The MJPT has established the following monitoring and evaluation procedures:

- **Schedule** – The Plan shall be reviewed on at least an annual basis or following a major disaster. MCDEM will take the lead to reconvene the MJPT on or around the anniversary of the Plan (November) and will work out a suitable reporting format with ADEM. ADEM has also committed to help with reminders to MCDEM as a double accountability. Copies of the annual review report will also be included in Appendix E.
- **Review Content** – One month prior to the MJPT review meeting, a reminder questionnaire will be distributed to each jurisdictions’ PPOC, with the following questions:
 - **Hazard Identification:** *Have the risks and hazards changed?*
 - **Goals and objectives:** *Are the goals and objectives still able to address current and expected conditions?*

- **Mitigation Projects and Actions:** *Has the project been completed? If not complete but started, what percent of the project has been completed? How much money has been expended on incomplete projects? Did the project require additional funds over the expected amount or were the costs less than expected?*

During the annual meeting, each PPOC will have the opportunity to provide a report to the group of his/her review of the Plan. The report will include their responses to the above questions and any other items specific to their community. Documentation of the annual meeting will include notes on the results of the meeting as well as more specific information on the reasoning behind proposed changes to the Plan.

A formal presentation of the review material will be presented to a jurisdiction's council or board only if a major update to the Plan is proposed prior to the next five year update, or if changes to the mitigation A/Ps are desired to be acknowledged by the State and FEMA.

7.2 Plan Update

According to DMA 2000, the Plan require updating and re-approval from FEMA every five years. The plan update will adhere to that set schedule using the following procedure:

- ✓ One year prior to the plan expiration date, the MJPT will re-convene to review and assess the materials accumulated in Appendix E.
- ✓ The MJPT will update and/or revise the appropriate or affected portions of the plan and produce a revised plan document.
- ✓ The revised plan document will be presented before the respective councils and boards for an official concurrence/adoption of the changes.
- ✓ The revised plan will be submitted to ADEM and FEMA for review, comment and approval.

7.3 Incorporation Into Existing Planning Mechanisms

Incorporation of the Plan into other planning mechanisms, either by content or reference, enhances a community's ability to perform natural hazard mitigation by expanding the scope of the Plan's influence. Over the past planning cycle, the success of incorporating the 2004 Plan elements into other planning programs has varied from jurisdiction to jurisdiction. Typical ways of incorporation included:

- Use of, or reference to, Plan elements in updates to general and comprehensive planning documents.
- Addition of defined mitigation A/Ps to capital improvement programming.
- Inclusion of Plan elements into development planning and practices.
- Resource for developing and/or updating emergency operations plans.

Many of these incorporation and implementation examples are included in Tables 6-4 and 6-7-xx.

The Plan will continue to function as a standalone document subject to its own review and revision schedule presented in Sections 7.1 and 7.2. The Plan will also serve as a reference for other mitigation and land planning needs of the participating jurisdictions. On a county-wide basis, the Plan will be referenced in the development of a community wildfire protection plan for Maricopa County, and will be referred to in Chapter 4 (Flooding in Maricopa County) of the 2009 Comprehensive Plan.⁵² Whenever possible, each jurisdiction will endeavor to incorporate mitigation actions and projects identified in the Plan into existing planning mechanisms. At a minimum, the Plan will be reviewed and referenced with any revisions or updates to the planning documents summarized in Tables 6-1-xx, as appropriate. This process may include adding or revising building codes, adding or changing zoning and subdivision ordinances, incorporating mitigation goals and strategies into general and/or comprehensive plans, and incorporating the risk assessment results into development review processes to ensure proper hazard mitigation for future development. In addition, an implementation strategy outlining assignments of responsibility and completion schedules for specific actions/projects proposed in this plan are summarized in Tables 6-8-xx.

⁵² The language primarily references the historic flood events and number of critical facilities exposed to flooding.

7.4 Continued Public Involvement

Maricopa County is committed to keeping the public informed about the hazard mitigation planning efforts, actions and projects. In order to accomplish this, the MJPT shall pursue the following opportunities for public involvement and dissemination of information whenever possible and appropriate:

- ✓ Provide a permanent webpage on the County's website, that will house a digital copy of the Plan and document future planning activities. Contact information for the County PPOC will be posted as well.
- ✓ Participate in annual events such as the County fair and other public events.
- ✓ Perform public outreach and mitigation training meetings for targeted populations known to be in higher risk hazard areas (i.e. – floodplain residents).