



5 PLAN MAINTENANCE PROCESS

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This chapter provides an overview of the overall strategy for plan maintenance and outlines the method and schedule for monitoring, updating and evaluating the plan. The chapter also discusses incorporating the plan into existing planning mechanisms and how to address continued public involvement.

5.1 Monitoring, Evaluating, and Updating the Plan

44 CFR Requirement 201.6(c)(4): 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.

5.1.1 Hazard Mitigation Planning Committee (HMPC)

With adoption of this plan, the HMPC will be tasked with plan monitoring, evaluation and maintenance. The participating jurisdictions and agencies, led by the Polk County Emergency Management Director, agree to:

- Meet annually, and after a disaster event, to monitor and evaluate the implementation of the plan;
- Act as a forum for hazard mitigation issues;
- Disseminate hazard mitigation ideas and activities to all participants;
- Pursue the implementation of high priority, low- or no-cost recommended actions;
- Maintain vigilant monitoring of multi-objective, cost-share, and other funding opportunities to help the community implement the plan’s recommended actions for which no current funding exists;

- Monitor and assist in implementation and update of this plan;
- Keep the concept of mitigation in the forefront of community decision making by identifying plan recommendations when other community goals, plans, and activities overlap, influence, or directly affect increased community vulnerability to disasters;
- Report on plan progress and recommended changes to the Polk County Board of Supervisors and governing bodies of participating jurisdictions; and
- Inform and solicit input from the public.

The HMPC is an advisory body and can only make recommendations to county, city, town, or district elected officials. Its primary duty is to see the plan successfully carried out and to report to the community governing boards and the public on the status of plan implementation and mitigation opportunities. Other duties include reviewing and promoting mitigation proposals, hearing stakeholder concerns about hazard mitigation, passing concerns on to appropriate entities, and posting relevant information in areas accessible to the public.

5.1.2 Plan Maintenance Schedule

The HMPC agrees to meet annually and after a state or federally declared hazard event as appropriate to monitor progress and update the mitigation strategy. To this effect, plan maintenance should monitor implementation, review progress and recommend revisions to the plan during an annual review of the plan and documented through an evaluation report. The annual evaluation report would be submitted to the local governing bodies, released to the media and made available to the public. The Polk County Emergency Management Director will be responsible for initiating the plan reviews and will invite members of the HMPC to the meeting.

In coordination with the other participating jurisdictions, a five-year written update of the plan will be submitted to the Iowa Homeland Security and Emergency Management Division and FEMA Region VII per Requirement §201.6(c)(4)(i) of the Disaster Mitigation Act of 2000, unless disaster or other circumstances (e.g., changing regulations) require a change to this schedule.

5.1.3 Plan Maintenance Process

Evaluation of progress can be achieved by monitoring changes in vulnerabilities identified in the plan. Changes in vulnerability can be identified by noting:

- Decreased vulnerability as a result of implementing recommended actions,
- Increased vulnerability as a result of failed or ineffective mitigation actions, and/or
- Increased vulnerability as a result of new development (and/or annexation).

Updates to this plan will:

- Consider changes in vulnerability due to action implementation,
- Document success stories where mitigation efforts have proven effective,
- Document areas where mitigation actions were not effective,
- Document any new hazards that may arise or were previously overlooked,
- Incorporate new data or studies on hazards and risks,

- ☒ Incorporate new capabilities or changes in capabilities,
- ☒ Incorporate growth and development-related changes to inventories, and
- ☒ Incorporate new action recommendations or changes in action prioritization.

In order to best evaluate any changes in vulnerability as a result of plan implementation, the participating jurisdictions will follow the following process:

- ☒ A representative from the responsible office identified in each mitigation action will be responsible for tracking and reporting on an annual basis to the jurisdictional HMPC member on action status and providing input on whether the action as implemented meets the defined objectives and is likely to be successful in reducing vulnerabilities.
- ☒ If the action does not meet identified objectives, the jurisdictional HMPC member will determine what additional measures may be implemented, and an assigned individual will be responsible for defining action scope, implementing the action, monitoring success of the action, and making any required modifications to the plan.

Changes will be made to the plan to accommodate for actions that have failed or are not considered feasible after a review of their consistency with established criteria, time frame, community priorities, and/or funding resources. Actions that were not ranked high but were identified as potential mitigation activities will be reviewed as well during the monitoring and update of this plan to determine feasibility of future implementation. Updating of the plan will be by written changes and submissions, as the Polk County HMPC deems appropriate and necessary, and as approved by the Polk County Board of Supervisors and the governing boards of the other participating jurisdictions.

5.2 Incorporation into Existing Planning Mechanisms

44 CFR Requirement §201.6(c)(4)(ii): [The plan 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.

Where possible, plan participants will use existing plans and/or programs to implement hazard mitigation actions. Based on the capability assessments of the participating jurisdictions, communities in Polk County will continue to plan and implement programs to reduce losses to life and property from hazards. This plan builds upon the momentum developed through previous and related planning efforts and mitigation programs and recommends implementing actions, where possible, through the following plans:

- General or master plans of participating jurisdictions;
- Ordinances of participating jurisdictions;
- Polk County Emergency Operations Plan;
- Capital improvement plans and budgets;
- Other community plans within the County, such as water conservation plans, stormwater management plans, and parks and recreation plans;
- School Plans; and
- Other plans and policies outlined in the capability assessment sections for each jurisdiction in

Chapter 2 of this plan.

HMPC members involved in updating these existing planning mechanisms will be responsible for integrating the findings and actions of the mitigation plan, as appropriate. The HMPC is also responsible for monitoring this integration and incorporating the appropriate information into the five-year update of the multi-jurisdictional hazard mitigation plan.

Additionally, after the annual review of the Hazard Mitigation Plan, the Polk County Emergency Management Director will provide the updated Mitigation Strategy with current status of each mitigation action to the County Commission as well as all Mayors, City Clerks, and School District Superintendents requesting that the mitigation strategy be incorporated, where appropriate in other planning mechanisms.

5.3 Continued Public Involvement

44 CFR 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.

The update process provides an opportunity to publicize success stories from the plan's implementation and seek additional public comment. Information about the annual reviews will be posted in the *Des Moines Register*, and on the County website following each annual review of the mitigation plan. When the HMPC reconvenes for the update, it will coordinate with all stakeholders participating in the planning process, including those who joined the HMPC after the initial effort, to update and revise the plan. Public notice will be posted and public participation will be invited, at a minimum, through available website postings and press releases to local media outlets, primarily newspapers.