

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 Previous Efforts to Monitor, Evaluate, and Update the Plan

Since approval of the 2013 Dallas County Hazard Mitigation Plan, Dallas County and the Hazard Mitigation Planning Committee (HMPC) has demonstrated a commitment to monitoring, evaluating, and updating the plan with formal annual meetings. These annual meetings have consisted of the following:

- Summary review of the hazard mitigation plan;
- Discussion of hazard events over the previous year;
- Discussion of changes in development;
- Progress in mitigation efforts, including status updates to all mitigation actions in the previous plan;
- Discussion of available mitigation funding sources; and
- Discussion of continued public involvement.

As part of the annual review process, the Dallas County Emergency Management Coordinator provided the minutes of the meeting and the updated Mitigation Strategy with the current status of each mitigation action to the County Board of Supervisors and County Department Heads as well as all Mayors, City Clerks, and School District Superintendents requesting that the mitigation strategy be incorporated, where appropriate in other planning mechanisms. In addition, a press release was issued providing information on the annual review meeting and the summary results of the progress in mitigation efforts.

5.2 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 continue to be tasked with plan monitoring, evaluation and maintenance. The participating jurisdictions and agencies, led by the Dallas County Emergency Management Coordinator, agree to:

- Meet annually to review the Hazard Mitigation 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 Dallas 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 to monitor progress, discuss recent hazard events and changes in development that impact vulnerability, and update the mitigation strategy. The Dallas County Emergency Management Coordinator will be responsible for initiating the plan reviews which will be integrated into the regularly scheduled Emergency Management Commission meetings.

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 Department 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).

The annual reviews and 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 the mitigation strategy during plan review and update, 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 the action status on an annual basis to the jurisdictional HMPC member and providing input on any completion details or whether the action still 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.
- As part of the annual review process, the Dallas County Emergency Management Coordinator will provide the updated Mitigation Strategy with the current status of each mitigation action to the County Board of Supervisors and County Department Heads as well as all Mayors, City Clerks, and School District Superintendents requesting that the mitigation strategy be incorporated, where appropriate in other planning mechanisms.

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 Dallas County HMPC deems appropriate and necessary, and as approved by the Dallas County Board of Supervisors and the governing boards of the other participating jurisdictions.

5.3 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.

Many of the small jurisdictions in Dallas County do not have standing formal planning mechanisms such as a Comprehensive Plan or Capital Improvements Plan through which formal integration of mitigation actions can be documented. As a result activities that occur in these small communities are developed through annual budget planning, regular City Council Meetings and other community forums rather than a formal planning process. Planning mechanisms that do exist within the participating jurisdictions include:

- Comprehensive Plans;
- Various ordinances of participating jurisdictions, including floodplain management ordinances in NFIP-participating communities;
- Dallas County Emergency Operations Plan;
- Capital Improvement Plans

For a detailed summary of planning mechanisms and other mitigation-related capabilities, see Chapter 2.

Incorporation of Updated Hazard Mitigation Plan into existing Planning Mechanisms

Where possible, plan participants will use existing plans and/or programs to implement hazard mitigation actions. After the annual review of the Hazard Mitigation Plan, the Dallas County Emergency Management Coordinator will provide the updated Mitigation Strategy with the current status of each mitigation action to the County Board of Supervisors and County Department Heads as well as all Mayors, City Clerks, and School District Superintendents requesting that the mitigation strategy be incorporated, where appropriate in other planning mechanisms.

Table 5.1 Provides additional details on each jurisdiction regarding how the 2013 Hazard Mitigation Plan was integrated into existing planning mechanisms as well as the strategy going forward to integrate this plan update into existing planning mechanisms.

Table 5.1. Integration of Previous Plan and Strategies to Integrate Plan Update

Jurisdiction	Incorporation of 2013 Plan into Existing Planning Mechanisms	Integration Process for Plan Update
Unincorporated County	-Risk Assessment integrated in Emergency Operations Plan	-Integrate in the Comprehensive Plan that is currently being updated -Incorporate into annual emergency management training, planning, and purchasing plans -Continue integration of the Risk Assessment in future updates of the Comprehensive Emergency Operations Plan -Seek additional funding sources for mitigation projects
City of Adel	-The 2015 Adel Future Land Use Plan Considered Floodplain areas to avoid in future development -The City considered the Hazard Mitigation Plan in implementation of the Infrastructure Plans	-The existing Comprehensive Plan is dated 2009. The Hazard Mitigation Plan will be integrated in the next Update. -Capital Improvement Plan -City Infrastructure Plan
City of Bouton	Not integrated, formal planning mechanisms do not exist	-Integrate into annual budget planning process
City of Dallas Center	Not integrated in formal planning mechanisms	-The existing Comprehensive Plan is dated 2008. The Hazard Mitigation Plan will be integrated in the next update. -The Hazard Mitigation Plan will be integrated in discussions for the Capital Improvement Plan
City of Dawson	Not integrated, formal planning mechanisms do not exist	-Integrate into annual budget planning process
City of DeSoto	Not integrated in formal planning mechanisms	The existing Comprehensive Plan is dated 2009. The Hazard Mitigation Plan will be integrated in the next Update.
City of Dexter	Not integrated in formal planning mechanisms	-The Hazard Mitigation Plan will be considered in discussions for the City Infrastructure Plan
City of Granger	Not integrated in formal planning mechanisms	The existing Comprehensive Plan is dated 2013. The Hazard Mitigation Plan will be integrated in the next Update.
City of Linden	Not integrated, formal planning mechanisms do not exist	-Integrate into annual budget planning process
City of Minburn	Not integrated in formal planning mechanisms	-The City is currently working on a Capital Improvement Plan and will review the Hazard Mitigation Plan for integration. -The Hazard Mitigation Plan has been put with the Comprehensive plan to be incorporated during the next revision.

Jurisdiction	Incorporation of 2013 Plan into Existing Planning Mechanisms	Integration Process for Plan Update
City of Perry	Not integrated in formal planning mechanisms	The existing Comprehensive Plan is dated 2013. The Hazard Mitigation Plan will be integrated in the next Update.
City of Redfield	-City Council planning considered mitigation actions including raising of at-risk manholes, reinforcement of the sewage holding pond dam, and dialogue to consider a saferoom	-The Hazard Mitigation Plan will be integrated into the City's Emergency Plan which is currently under development.
City of Van Meter	The plan was used as a template for the city's Hazard Mitigation Plan	Mitigation will be a key component of the following plans during update: -Comprehensive Plan (2011) -Capital Improvement Plan -City Infrastructure Plan
City of Waukee	-Hazard Mitigation Plan was referenced when planning for a golf course bridge replacement that was destroyed during flooding	-The City is in the process of updating the Comprehensive Plan. The Hazard Mitigation Plan will be integrated in this effort. -Capital Improvement Plan integration
City of Woodward	Not integrated in formal planning mechanisms	-Integrate into annual budget planning process
Adel-DeSoto-Minburn Schools	Not integrated in formal planning mechanisms	-Integrate into School Infrastructure Plan
Dallas Center-Grimes Schools	Not integrated in formal planning mechanisms	-Integrate into School Infrastructure Plan
Perry Schools	Not integrated in formal planning mechanisms	-Integrate into School Infrastructure Plan
Van Meter Schools	Not integrated in formal planning mechanisms	-Integrate into School Infrastructure Plan
Waukee Schools	Not integrated in formal planning mechanisms	Will be integrated in School Infrastructure Plan and School Emergency Plan
West Central Valley Schools	Not integrated in formal planning mechanisms	-Integrate into School Infrastructure Plan
Woodward-Granger Schools	Considered in Comprehensive Capital Management Plans for building a new school to ensure school is outside 500-year floodplain	Will be integrated in School Infrastructure Plan and School Emergency Plan

5.4 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. The public will be involved in the plan maintenance process by publication of a Press Release after each annual review indicating the committee has met with a summary of mitigation action status updates and highlights of specific completed mitigation actions, as applicable. 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 through available website postings and social media outlets.