



SECTION VII

MAINTENANCE

A. PLAN MAINTENANCE PROCESS

The plan maintenance is part of a continuing assessment of current policies, programs and plans by local governments as part of the adopted growth management initiatives, floodplain management strategies and countywide emergency management plans. Updates to the critical facilities, repetitive flood loss or hazards analysis will be reflected on all maps as required.

Timeframe and Agenda for Local Mitigation Strategies Working Group Meetings: the following describes the process by which the Local Mitigation Strategies Working Group (LMSWG) will maintain the Local Mitigation Strategy (LMS).

- Meetings will be noticed. The community will continue public participation in the plan maintenance process by noticing LMSWG meetings on the County's events calendar and by sending notices to the LMSWG members with the date, time and location of meetings. Information regarding the LMS will be furnished at expos and neighborhood conferences and on the Hillsborough County website (<http://www.hillsboroughcounty.org/>). Both the private and public members of the LMSWG will provide notice of meetings or information to: local governments, planning commission, community organizations and agencies. Information will be disseminated at neighborhood meetings, CERT training and other outreach activities.
- The Local Mitigation Strategy Working Group will meet every six months to review the Local Mitigation Strategy and submit annual updates to the State of Florida – Department of Community Affairs - Division of Emergency Management no later than the last work day of January as required by the Hazards Mitigation Grant Program (9G-22.004 (4)(e)).

At a minimum, annual updates shall address:

- changes to the hazard assessment
 - changes to the project priority list
 - changes to the critical facilities list
 - changes to the repetitive loss list
 - revision to maps
- The LMS Coordinator, under the direction of the Planning and Growth Management Department's Hazard Mitigation Manager, is assigned the responsibility of monitoring and coordinating annual tasks associated with the implementation of the plan. The LMS Coordinator will be responsible for: scheduling meetings, collaborating on the agendas, maintenance of meeting minutes, monitoring the plan, maintaining the list of completed projects, documenting new approved projects, collecting comments and/or answering questions related to the LMS, maintaining an official copy of the LMS, having the annual update approved and forwarding the annual update to the State.

- Specific sections updated annually are the list of critical facilities and the repetitive flood loss property list. Each jurisdiction will be responsible for submitting this information to the Chairman of the LMS Working Group no later than October 31 of each year.
- The LMSWG will meet prior to the annual publication of the updated, *The Hillsborough County Local Mitigation Strategy*, to complete its annual review. The LMSWG also meets annually prior to the beginning of the June 1st hurricane season for a mid-year review.
- Additional meetings of the LMSWG should be convened after any significant event such as a hurricane, tornado, flooding or a severe hazardous materials spill where a review of the event, responses and effectiveness of current mitigation techniques could serve as a means to formulate more effective responses, mitigation strategies and techniques.

Evaluation Criteria: when it convenes, the LMS Working Group should first address each point in the evaluation criteria to determine if it is still valid or make any adjustments found necessary. When satisfied that the criteria is accurate, the committee will then compare each of the outstanding mitigation opportunities against the criteria. All existing mitigation opportunities that are determined to still be viable projects will be left standing. All those that are determined to be no longer workable will be set aside for further review and revision or eliminated. Those projects which have been completed will be identified and included in the Mitigation Accomplishments list.

B. UPDATE OF THE LMS: FIVE-YEAR MONITORING AND EVALUATION

The LMSWG will review and revise the LMS and the evaluation criteria used in the review process. This update will be submitted every five years to FEMA as required by the regulation 44 CFR §201.6(c)(4)(i). The LMS Coordinator Results will distribute the results to all affected parties. Every five years, or after any significant change, the LMS will be resubmitted to the Hillsborough County Board of County Commissioners, the City of Tampa City Council, the City of Plant City City Council and the Temple Terrace City Council for re-adoption.

The LMSWG's plan requires the group to meet semi-annually. However, since 2007 the LMSWG has met three times a year, usually in March, June or July and October. During the year prior to the expiration of the LMS, a committee with representation from all four jurisdictions and other community members and organizations wishing to participate will be formed to review the LMS and make recommendations for revisions to the LMSWG. The committee will meet on a monthly basis and all meetings will be noticed as open to the public and all LMSWG members will be invited and encouraged to attend. At these meetings the LMSWG will evaluate and update the LMS with recommendations approved by the Steering Committee. During the final meeting of the year the LMSWG will evaluate the actions of the year and incorporate them into the document as required for the yearly update and submit it to the state.

The evaluation criteria will be derived from criteria used by FEMA staff at the time of the update and generally will answer the following:

- Have there been any new mandates from federal, state, or local agencies that require changes to the Local Mitigation Strategy? Have there been any new or changing laws, policies or regulations?
- Are there any societal developments or significant changes in the community that must be added to the current LMS? Does the LMS still reflect the concerns of the community? Are the demographics the same? Has there been any growth or development in hazard areas?
- Have there been any changes in funding sources or requirements?
- Are there any recent technological developments that should be reviewed for inclusion in the LMS document?
- Should the LMS be updated to include any new forms of hazards or areas of vulnerability within our community?
- Have there been any changes in the Comprehensive Plans or any other form of standard operating procedure?
- Have any of the mitigation opportunities been implemented? Are the priorities for implementation the same?
- What are the recommendations or lessons learned from any major incidents that have occurred during the past year?
- What specific pre-disaster mitigation projects can be identified from the Post-Disaster Redevelopment Plan (PDRP)? What new projects from the PDRP can be included as part of the LMS?

C. PLAN IMPLEMENTATION / ACTION PLAN

Using the LMS planning process to examine opportunities to make Hillsborough County more disaster resistant, the LMSWG identified the following opportunities to be pursued during the next five years:

Develop a systematic process for applying for mitigation project funding:

most if not all of the previous mitigation funding has come from responding to funding announcements made following a disaster declaration. While previously successful the LMS Working Group believes that greater progress can be made by taking a more proactive approach to project identification, formulation and grant submission. The objective of this effort is to modify the current project identification process so that the LMSWG can be more systematic and successful in implementing mitigation projects.

Sponsor Benefit-Cost Analysis (BCA) training: new requirements to include benefit-cost analysis in prioritizing projects have been adopted by the federal government. Additional training needs to be provided to various members of the LMS Working Group to ensure mitigation project applications are developed properly.

Develop detailed vulnerability analyses: such analyses will allow each jurisdiction to better define local mitigation priorities. Additionally, it allows the LMSWG to better leverage untapped resources within the respective jurisdictions.

Conduct facility surveys on key critical facilities: efforts will continue to assess the county's critical facilities consistent with practices and requirements used by Hillsborough County's Real Estate Department, Surveying Section. The LMSWG will develop a work program and tracking system to measure progress in completing assessments.

Update the critical facilities list: annually the LMSWG will update the critical facilities database using the updated project evaluation criteria (#1.8). Planned mitigation initiatives will be linked to the critical facility list where appropriate. The LMS critical facilities database has been securely integrated with other countywide emergency management facilities databases.

Map the Mitigation Initiatives Project Locations into a GIS system: this system will project location data with project funding, cost-benefit and implementation status. The system will provide for a more effective tool to monitor projects.

Develop a database of potential funding sources: this database would house the information and track potential funding opportunities to specific mitigation needs.

Review the ranking criteria for necessary updates: the criteria used to evaluate potential mitigation projects were developed in 1999. Although the criteria has been effective in defining potential mitigation projects, additional refinement is needed to help prioritize projects at various cost strata and mitigation benefit. The LMSWG will evaluate the criteria using best practices of other communities.

Perform an annual mitigation survey: to assess the effectiveness of the mitigation outreach strategies and provide recommendations to enhance public participation and awareness.

Form a Business Subcommittee: with the goals of increasing private sector participation and encouraging business continuity planning.

Update and maintain the LMS website: Continue the updating and maintenance processes of the LMS Web site
(<http://www.hillsboroughcounty.org/pgm/hazardmit/localmitigation.cfm>)

The Hillsborough County Local Mitigation Strategy is a living document that all the jurisdictions in the county have committed to maintain and implement. It is incorporated into the Comprehensive Emergency Management Plan (CEMP), local government comprehensive plans, land development regulations and the Floodplain Management Plans. It is reflected in the local Capital Improvement Plan (CIPs) and the funding programs of the Southwest Florida Water Management District (SWFWMD) and the County Environmental Land Acquisition and Preservation Program (ELAPP). The LMS is directly related to the Post-Disaster Redevelopment Plan (PDRP) in that all PDRP pre-disaster mitigation projects have the potential to be considered as a LMS project. Project applications consistent with the LMS receive priority in funding in federal, state and local preparedness and mitigation programs.