

SECTION 6 - PLAN MAINTENANCE PROCEDURES

This section describes the system that the Town of Clay has established to monitor, evaluate, and update the mitigation plan; implement the mitigation plan through existing programs; and solicit continued public involvement with plan maintenance.

6.1 Monitoring, Evaluating, 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 Hazard Mitigation Coordinator for the Town of Clay will collect and process the annual reports from the departments, agencies and organizations 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 Planning Group. An annual report summarizing the previously mentioned activities will be written and maintained. The Planning Department will prepare a written report on any projects constructed or installed during the year that may have an impact on this plan. The Highway Department will prepare a written report on any hazard events during the year with comments on the relationship to this plan. The Commissioner of Planning and Development and the Superintendent of Highways will be responsible for the preparation of their respective annual reports, and will distribute copies to the Planning group, two weeks in advance of their annual meeting.

Planning group members are encouraged to provide written comments to the Planning Commissioner or to the Highway Superintendent at any time during the year, for possible inclusion in their respective annual reports. 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 Planning Group will be able to assess which projects are completed, which are no longer feasible, and what projects may require additional funding. Finally, the Planning Group will periodically inform the public about the progress and success of its efforts through the mitigation planning website and newspaper announcements.

Evaluating

The evaluation of the mitigation plan is an assessment of whether the planning process and actions have been effective, if the community's goals are being reached, 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 Hazard Mitigation Coordinator will be responsible for calling and coordinating the annual meeting with the Planning Group. The Hazard Mitigation Coordinator for the Town of Clay is the Commissioner of Planning and Development. The group will reconvene in the first quarter of each year. Prior to the meeting, representatives of the Planning Group 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/city/town 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 Planning Group 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 Planning 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, the Planning Group 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 Growth
- Growth Management
- Environmental Preservation
- Historic Preservation
- Redevelopment
- Health and/or safety
- Recreation
- Land use/zoning
- Public Education and Outreach
- Transportation

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. Long term 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 Planning Group 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 actions remain relevant and appropriate. 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 better and stronger community.

Following the annual plan evaluation process, the Town of Clay will provide input to the annual report describing (1) the plan evaluation process; (2) that status of current mitigation activities or projects, and (3) any plan changes.

A long term vision for the Planning Group is to integrate the Planning Group efforts into the Onondaga County Comprehensive Emergency Management Plan (identified in Section 2 of this plan). By doing so, Planning Group members anticipate that:

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

Updating

The mitigation plan will be updated every 5 years and will reflect the results of the annual plan evaluations. The Planning Group will initiate the next revision process for the plan during its annual review meeting in 2006. 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 Planning Group members, and the New York State Hazard Mitigation Officer.

6.2 Implementation of Mitigation Plan through Existing Programs

The Town of Clay intend to incorporate mitigation planning as an integral component of daily government operations. The Planning Group members will work with other local government officials to integrate the newly adopted hazard mitigation goals and actions into the general operations of government and partner organizations. After conducting a capability assessment (identified as a mitigation action in Section 5 of this report) the Planning Group will identify additional policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions. Specifically, the town intend to implement the mitigation plan through FEMA and other programs in which they are involved. Table 6-2-1 below includes existing processes and programs through which the mitigation plan could be implemented.

6.3 Continued Public Involvement

The Town of Clay is committed to the continued involvement of the public in the hazard mitigation process. Copies of the Town of Clay Hazard Mitigation Plan will be kept and made available for review at the following locations:

- Town of Clay Planning and Development
- Town of Clay Clerks Office
- Town Libraries
- Town of Clay website

A notice regarding the existence and location of copies of the mitigation plan will be publicized annually in local newspaper(s) and posted on the Town of Clay web site. This announcement will follow the Planning Group’s annual review effort. Contact information for the Town of Clay Hazard Mitigation Coordinator is included in the Point of Contact information at the end of the Executive Summary of this document.

Table 6-2-1. Existing Processes and Programs in the Town of Clay and Onondaga County for Mitigation Plan Implementation

Process	Action	Implementation of Plan in Town of Clay and Onondaga County
Administrative	Departmental or organizational work plans, policies, and procedural changes.	<ul style="list-style-type: none"> ▪ Town of Clay Highway Department ▪ Town of Clay Planning and Development ▪ Onondaga County Department of Emergency Management ▪ Onondaga County Department of Public Works ▪ Onondaga County Health Department ▪ Syracuse Onondaga County Planning Agency
Administrative	Other organizations’ plans	<ul style="list-style-type: none"> ▪ Include reference to this plan in risk reduction section of the Onondaga County Comprehensive Emergency Management Plan. ▪ Include reference to this plan in the Syracuse Regional Airport Hazard Mitigation Plan ▪ New York State Department of Agriculture and Markets ▪ Other major employers
Administrative	Job/Job Descriptions	<ul style="list-style-type: none"> ▪ Unpaid internship to assist in hazard mitigation plan maintenance
Budgetary	Capital and operational budgets	<ul style="list-style-type: none"> ▪ Review of local budgets to include line item mitigation actions
Regulatory	Executive Orders, ordinances and other directives	<ul style="list-style-type: none"> ▪ Comprehensive Planning - Institutionalize hazard mitigation for new construction and land use. ▪ Zoning and Ordinances ▪ Building Codes ▪ Capital Improvements Plan – Ensure that the person responsible for projects under this plan evaluate if the new construction is in a high hazard area, flood plain, etc. so the construction is designed to mitigate the risk. Revise requirements for this plan to include hazard mitigation in the design of new construction. ▪ National Flood Insurance Program – Continue participation in this program. ▪ Community Rating System – Evaluate participation in the plan. Annually update the plan to receive credit for their hazard mitigation plan under this program. ▪ Continue to implement County and town storm water management plans. ▪ Prior to formal changes (amendments) to comprehensive plans, zoning, ordinances, capital improvement plans, or other mechanisms that control development must be reviewed to ensure they are consistent with the hazard mitigation plan. (Review of projects in the capital improvement plan is part of the mitigation strategy, See Section 5 of this plan)

Process	Action	Implementation of Plan in Town of Clay and Onondaga County
Funding	Secure traditional sources of financing.	<ul style="list-style-type: none"> ▪ Once plan is approved, initiate process to enable legislation to use fees, taxes, bonds, and loans to finance projects. ▪ Apply for grants from federal or state government, nonprofit organizations, foundations, and private sources including Pre-Disaster Mitigation Program (PDM-DMA 2000), Flood Mitigation Assistance Program (FMA), and the Hazard Mitigation Grant Program (HMGP-Stafford Act, Section 404). ▪ Research grant opportunities through U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) ▪ Other potential federal funding sources include: <ul style="list-style-type: none"> ○ Stafford Act, Section 406 – Public Assistance Program Mitigation Grants ○ Federal Highway Administration ○ Catalog of Federal Domestic Assistance ○ United States Fire Administration – Assistance to Firefighter Grants ○ United States Small Business Administration Pre and Post Disaster Mitigation Loans ○ United States Department of Economic Development Administration Grants ○ United States Army Corps of Engineers ○ United States Department of Interior, Bureau of Land Management ○ Other sources as yet to be defined ▪ See Appendix D for additional funding sources
Partnerships	Develop creative partnerships, funding and incentives.	<ul style="list-style-type: none"> ▪ Public-Private Partnerships ▪ Community Volunteers – Habitat for Humanity ▪ State Cooperation ▪ In-kind resources
Partnership	Existing Committees and Councils	<ul style="list-style-type: none"> ▪ Environmental Protection Fund ▪ Onondaga County Emergency Planning Committee
Partnership	Working with other federal, state, and local agencies	<ul style="list-style-type: none"> ▪ Army Corp. of Engineers (USACE) ▪ American Red Cross ▪ Department of Homeland Security (DHS) ▪ Federal Emergency Management Agency (FEMA) ▪ National Oceanic and Atmosphere Agency (NOAA) ▪ National Weather Service (NWS) ▪ New York State Department of Transportation (NYSDOT) ▪ State Emergency Management Office – SEMO ▪ United States Department of Agriculture (USDA) ▪ United States Department of Transportation (USDOT) ▪ United States Fish and Wildlife Service (USFWS)

The public will have an opportunity to comment on the plan at a public meeting following completion of the annual planning evaluation process and the 5-year plan update. The Planner 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 Planning Group will assist the Planner. Additional meetings may also be held as deemed necessary by the Planning Group. The purpose of these meeting would be to provide the public an opportunity to express concerns, opinions, and ideas about the mitigation plan.