



SECTION VII LMS PLAN MAINTENANCE

A. PLAN MAINTENANCE PROCESS

The plan maintenance is part of a continuing assessment performed by local governments of current policies, programs and plans as part of the adopted growth management initiatives, floodplain management

strategies and countywide emergency management plans. Any updates to the critical facilities, repetitive flood loss or hazards analysis will be reflected on all maps as required.

1. Timeframe and Agenda For LMSWG Meetings: The following describes the process by which the LMS Working Group will maintain the Local Mitigation Strategy.

a) 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 date, time and location of meeting. Information regarding the LMS will be furnished at expos and neighborhood conferences [and on the Hillsborough County website](#). The private and community layers of the LMSWG will also provide notice of meetings or information to the local governments, planning commission and other organizations and agencies and disseminate information at neighborhood meetings, CERT training and other outreach activities available.

b) The Local Mitigation Strategy Working Group will meet every six months to review the Local Mitigation Strategy and will submit annual updates to the Division of Emergency Management, Department of Community Affairs no later than the last work day of each January as required by 9G-22.004 (4)(e).

At a minimum, annual updates shall address:

1. Changes to the hazard assessment;
2. Changes to the project priority list;
3. Changes to the critical facilities list;
4. Changes to the repetitive loss list; and
5. Revision to any maps.

The LMS Coordinator under the direction of the Hazard Mitigation Manager, Planning and Growth Management Department is assigned the responsibility of monitoring and coordinating annual tasks associated with the implementation of the plan. The LMS Coordinator will be responsible for monitoring the plan throughout the year, maintaining the list of projects throughout the year as they are completed, adding new projects to the list as they are approved by the LMSWG, 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. The LMS Coordinator is also responsible for scheduling the meetings, assisting with the agenda and maintaining the meeting minutes.

c) Specific sections updated annually include 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 31st of each year.

d) The LMS Working Group will meet prior to each publication for the annual update of this document, *The Hillsborough County Local Mitigation Strategy*, to complete the annual review of the document. The Working Group should also meet in the spring of each year prior to the beginning of hurricane season, June 1st for a mid-year review.

e) A special meeting of the Working Group should be convened after any significant event such as a hurricane, destructive tornado, flooding, severe hazardous materials spill or any other occurrence where mitigation could benefit the community.

2. Evaluation Criteria: When it convenes, the LMS Working Group should first address each of the points in the evaluation criteria to determine if they are still valid and make any adjustments found necessary. When satisfied that the criteria are appropriate, 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, dropped as no longer feasible. Those projects which have been completed will be identified and included in the Mitigation Accomplishments list.

B. FIVE-YEAR MONITORING, EVALUATING AND UPDATING THE LMS

The LMS Working Group (LMSWG) will review, update and revise the LMS as well as the evaluation criteria used in the review process and submit to FEMA every five years as required by 44 CFR §201.6(c)(4)(i). Results of the committee's actions will then be distributed to all parties affected, by the LMS coordinator. 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 is required to meet semi-annually per the plan. 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 any others wishing to participate will be formed to review the LMS and make recommendations for revisions to the full LMSWG. The committee will meet on a monthly basis and all meetings will be noticed and open to the public and all LMSWG members will be invited and encouraged to attend. At each meeting, the LMSWG will continue to evaluate and update the LMS document and processes with the Steering Committee providing approval prior to any modifications being submitted. At the last meeting of the year, the LMSWG will evaluate actions of the past year and document required changes for the yearly update to the state and incorporate those into the document.

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

1. 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?
2. 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?
3. Have there been any changes in funding sources or requirements?
4. Are there any recent technological developments that should be reviewed for inclusion in the LMS document?
5. Should the LMS be updated to include any new forms of hazards or areas of vulnerability within our community?
6. Have there been any changes in the Comprehensive Plans or any other form of standard operating procedure?
7. Have any of the mitigation opportunities been implemented? Are the priorities for implementation the same?
8. What are the recommendations or lessons learned from any major incidents that have occurred during the past year?
9. 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

Through the LMS planning process, the LMS Working Group identified the following actions to pursue in the next five years to make Hillsborough County more disaster resistant:

- 1.1. **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 it's been successful in these instances, 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 LMS Working Group can be more systematic and successful in implementing mitigation projects.
- 1.2. **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.

- 1.3. **Develop more detailed vulnerability analyses for each jurisdiction** – Such analyses will allow each jurisdiction to better define local mitigation priorities. It would also allow the LMS Working Group to better leverage untapped resources within the respective jurisdictions.
- 1.4. **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 LMS Working Group will develop a work program and tracking system to measure progress in completing assessments.
- 1.5. **Update the critical facilities list - Update the critical facilities list** - Annually, the LMS Working Group 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 integrated with other countywide emergency management facilities databases, in a secure fashion.
- 1.6. **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.
- 1.7. **Develop a list / database of potential funding sources** – This resource base would help to target potential funding opportunities to specific mitigation needs.
- 1.8. **Revisit the ranking criteria and revise as appropriate.** – 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 LMS Working Group will evaluate the criteria using best practices of other communities.
- 1.9. **Complete an annual mitigation survey** – Continue to build upon past efforts to survey residents to assess success of mitigation outreach and provide recommendations to enhance public participation and awareness.
- 1.10. **Create a Business Subcommittee** to increase private sector participation and encourage business continuity planning.
- 1.11. **Continue to update and maintain the LMS Web site.** Continue to update and maintain the LMS Web site.
(<http://www.hillsboroughcounty.org/pgm/hazardmit/localmitigation.cfm>)
- 1.12. **Evaluate other plans for consistency and for effective ideas for LMS initiatives.** The Hillsborough County Local Mitigation Strategy is a dynamic document – one 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.