

# PLAN MAINTENANCE PROCEDURES

This section discusses how the *Mitigation Strategy* will be implemented by participating jurisdictions and how the overall Hazard Mitigation Plan will be evaluated and enhanced over time. This section also discusses how the public will continue to be involved in the hazard mitigation planning process. It consists of the following three subsections:

- Implementation
- Evaluation and Enhancement
- Continued Public Involvement

## *Implementation*

Each jurisdiction participating in this Plan was responsible for implementing specific mitigation actions as prescribed in their locally adopted Mitigation Action Plan. Each action has been assigned to a specific person or local government office in order to increase accountability and the likelihood of implementation. This approach enables individual jurisdictions to update their mitigation strategy as needed, without altering the broader focus of the regional Plan. The separate adoption of locally-specific actions was required so that each jurisdiction was not held responsible for the action(s) of every other jurisdiction involved in the planning process. Whenever possible, a funding source has been identified that may be considered when attempting to implement the action. In addition, an implementation time period or a specific implementation date has been assigned in order to assess whether actions are being implemented in a timely fashion.

It will be the responsibility of each participating jurisdiction to determine additional implementation procedures beyond their Mitigation Action Plan. This includes integrating the Plan into other planning documents, processes or mechanisms such as comprehensive or capital improvement plans, where appropriate.

For further integration into existing planning documents, each participating jurisdiction will explore the creation of a process by which the requirements of this hazard mitigation plan will be incorporated into other local plans. For example, during the planning process for new and updated local planning documents, such as the comprehensive plan, capital improvements plan, or emergency management plan, the local planner or emergency management coordinator will provide a copy of the hazard mitigation plan to each respective advisory committee member. The local planner or emergency management coordinator will recommend to those persons making revisions to the afore noted plans that the goals and strategies of the new or revised planning documents should remain consistent with the goals and strategies of the hazard mitigation plan and not contribute to increasing the effects of natural hazards within the community.

## *Evaluation, Updating and Enhancement*

Periodic revisions and updates of the Plan are required to ensure that the goals of the Plan are kept current, taking account of potential changes in hazard vulnerability and mitigation priorities. In addition, revisions may be necessary to ensure that the Plan is in full compliance with Disaster Mitigation Act and Annex P requirements.

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## HOUSTON-GALVESTON AREA COUNCIL REGIONAL HAZARD MITIGATION PLAN

### Five (5) Year Plan Review

The Plan will be reviewed, updated and submitted to the State Hazard Mitigation Officer every five years in accordance with 44 CFR, Section 201.6. This will provide local officials with the opportunity to determine whether there have been any significant changes in the region that may, in turn, necessitate changes in the types of mitigation actions proposed. New development in identified hazard areas, an increased exposure to hazards, the increase or decrease in capability to address hazards, and changes to federal or state legislation are examples of factors that may affect the content of the Plan. This review also provides community officials an opportunity to evaluate those actions that have been successful and to explore the possibility of documenting potential losses avoided due to the implementation of specific mitigation measures. Following a disaster declaration, the Plan will need to be revised to reflect lessons learned, or to address specific circumstances arising from the event.

The results of the five year review should be summarized in a report that is attached to this document as an appendix. The annual report will include an evaluation of the Plan and any required changes or amendments. Recommended changes to the regional Plan should be assigned to appropriate officials with pre-determined timelines for completion. If changes are required of individual Mitigation Action Plans, the appropriate local designee should assign responsibility for the completion of the task. Changes to either the regional Plan or local Mitigation Action Plans will necessitate the adoption of these changes by the appropriate governing body.

### Plan Monitoring

The Environmental Planner for H-GAC will be responsible for the continued coordination of the monitoring of this plan. The point of contact from each jurisdiction (see Table 7.1) will make yearly updates to H-GAC on the progress of the implementation of their mitigation actions. The timing of the yearly reports should coincide with the anniversary of the approval date of this plan.

**Table 7.1  
Local Points of Contact for Plan Monitoring and Updating**

| County   | Community                | Title                           |
|----------|--------------------------|---------------------------------|
| Austin   | Austin County            | County Judge                    |
| Austin   | City of Bellville        | County Judge                    |
| Austin   | City of Industry         | County Judge                    |
| Austin   | City of San Felipe       | County Judge                    |
| Austin   | City of Sealy            | Director of Public Works        |
| Austin   | City of Wallis           | Public Works Director           |
|          |                          |                                 |
| Brazoria | Brazoria County          | Floodplain Administrator        |
| Brazoria | City of Alvin            | Floodplain Manager              |
| Brazoria | City of Angleton         | City Administrator              |
| Brazoria | City of Bailey's Prairie | County Floodplain Administrator |

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| County    | Community                                  | Title                                   |
|-----------|--|---|
| Brazoria  | City of Bonney                             | County Floodplain Administrator         |
| Brazoria  | City of Brazoria                           | County Floodplain Administrator         |
| Brazoria  | City of Brookside Village                  | County Floodplain Administrator         |
| Brazoria  | City of Clute                              | Assistant City Manager                  |
| Brazoria  | City of Danbury                            | County Floodplain Administrator         |
| Brazoria  | City of Freeport                           | City Manager                            |
| Brazoria  | City of Hillcrest Village                  | County Floodplain Administrator         |
| Brazoria  | City of Holiday Lakes                      | County Floodplain Administrator         |
| Brazoria  | City of Iowa Colony                        | County Floodplain Administrator         |
| Brazoria  | City of Jones Creek                        | County Floodplain Administrator         |
| Brazoria  | City of Lake Jackson                       | Assistant City Manager                  |
| Brazoria  | City of Liverpool                          | County Floodplain Administrator         |
| Brazoria  | City of Manvel                             | Certified Emergency Manager             |
| Brazoria  | City of Oyster Creek                       | County Floodplain Administrator         |
| Brazoria  | City of Quintana                           | County Floodplain Administrator         |
| Brazoria  | City of Richwood                           | County Floodplain Administrator         |
| Brazoria  | City of Surfside Beach                     | County Floodplain Administrator         |
| Brazoria  | City of Sweeny                             |   |
| Brazoria  | Angleton Drainage District                 | County Floodplain Administrator         |
| Brazoria  | C&R Drainage District                      | County Floodplain Administrator         |
| Brazoria  | Velasco Drainage District                  | County Floodplain Administrator         |
| Brazoria  | West Brazoria County Drainage District #11 | County Floodplain Administrator         |
|           |  |   |
| Chambers  | Chambers County                            | County Emergency Management Coordinator |
| Chambers  | City of Anahuac                            | County Emergency Management Coordinator |
| Chambers  | City of Beach City                         | County Emergency Management Coordinator |
| Chambers  | City of Cove                               | County Emergency Management Coordinator |
| Chambers  | City of Mont Belvieu                       | County Emergency Management Coordinator |
| Chambers  | City of Old River-Winfree                  | County Emergency Management Coordinator |
|           |  |   |
| Galveston | City of Bayou Vista                        | County Emergency Management Coordinator |
| Galveston | City of Clear Lake Shores                  | Mayor Pro Tem                           |
| Galveston | City of Dickinson                          | County Emergency Management Coordinator |
| Galveston | City of Galveston                          | County Emergency Management Coordinator |
| Galveston | City of Hitchcock                          | County Emergency Management Coordinator |
| Galveston | City of Jamaica Beach                      | County Emergency Management Coordinator |
| Galveston | City of Kemah                              | County Emergency Management Coordinator |
| Galveston | City of La Marque                          | County Emergency Management Coordinator |

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| County     | Community                | Title                                   |
|------------|--------------------------|---|
| Galveston  | City of Tiki Island      | County Emergency Management Coordinator |
| Galveston  | Galveston County         | County Emergency Management Coordinator |
|            |                          |   |
| Liberty    | Liberty County           | County Emergency Management Coordinator |
| Liberty    | City of Dayton           | City Planner                            |
| Liberty    | City of Liberty          | Fire Chief, EMS                         |
| Liberty    | City of Cleveland        | Director of Fire and EMS                |
| Liberty    | City of Ames             | County Emergency Management Coordinator |
| Liberty    | City of Daisetta         | County Emergency Management Coordinator |
| Liberty    | City of Dayton Lakes     | County Emergency Management Coordinator |
| Liberty    | City of Devers           | County Emergency Management Coordinator |
| Liberty    | City of Hardin           | County Emergency Management Coordinator |
| Liberty    | City of Kenefick         | County Emergency Management Coordinator |
| Liberty    | City of North Cleveland  | County Emergency Management Coordinator |
| Liberty    | City of Plum Grove       | County Emergency Management Coordinator |
|            |                          |   |
| Montgomery | City of Splendora        | City Secretary                          |
| Montgomery | City of Conroe           | Emergency Management Coordinator        |
| Montgomery | City of Willis           | City Coordinator                        |
| Montgomery | Montgomery County        | County Emergency Manager                |
| Montgomery | Town of Cut and Shoot    | County Emergency Manager                |
| Montgomery | City of Magnolia         | County Emergency Manager                |
| Montgomery | City of Montgomery       | County Emergency Manager                |
| Montgomery | City of Oak Ridge North  | County Emergency Manager                |
| Montgomery | City of Panorama Village | County Emergency Manager                |
| Montgomery | City of Patton Village   | County Emergency Manager                |
| Montgomery | Town of Roman Forest     | County Emergency Manager                |
| Montgomery | City of Shenandoah       | Director of Public Works                |
| Montgomery | Town of Stagecoach       | County Emergency Manager                |
| Montgomery | City of Woodbranch       | County Emergency Manager                |
| Montgomery | Town of Woodloch         | County Emergency Manager                |
|            |                          |   |
| Walker     | Walker County            | County Sheriff                          |
| Walker     | City of Huntsville       | Emergency Management Coordinator        |
| Walker     | City of New Waverly      | County Sheriff                          |
| Walker     | City of Riverside        | County Sheriff                          |
|            |                          |   |
| Waller     | City of Waller           | Flood Plain Administrator               |

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| County | Community           | Title                  |
|--------|---------------------|------------------------|
| Waller | City of Prairieview | Deputy Sheriff, County |
| Waller | City of Hempstead   | Deputy Sheriff, County |
| Waller | City of Pine Island | Deputy Sheriff, County |
| Waller | City of Pattison    | Deputy Sheriff, County |
| Waller | City of Brookshire  | Deputy Sheriff, County |
| Waller | Waller County       | Deputy Sheriff, County |

### Plan Amendments

Upon the initiation of the amendment process, H-GAC will forward information on the proposed change to all interested parties including, but not limited to, all affected county departments, residents and businesses. Information will also be forwarded to the Texas Division of Emergency Management. This information will be disseminated in order to seek input on the proposed amendment for not less than a 45-day review and comment period.

At the end of the comment period, the proposed amendment and all comments will be forwarded to designated officials for consideration. The designee will review the proposed amendment along with the comments received from other parties, and submit a recommendation to the appropriate governing body within 60 days.

In determining whether to recommend approval or denial of a Plan amendment request, the following factors will be considered:

- There are errors or omissions made in the identification of issues or needs during the preparation of the Plan;
- New issues or needs have been identified which were not adequately addressed in the Plan; or
- There has been a change in information, data, or assumptions from those on which the Plan was based.

Upon receiving the recommendation of the designee, the governing body will hold a public hearing. The governing body will review the recommendation (including the factors listed above) and any oral or written comments received at the public hearing. Following that review, the governing body will take one of the following actions:

- Adopt the proposed amendment as presented;
- Adopt the proposed amendment with modifications;
- Refer the amendment request back to the designee for further consideration; or
- Defer the amendment request for further consideration and/ or hearing.

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HOUSTON-GALVESTON AREA COUNCIL  
REGIONAL HAZARD MITIGATION PLAN

If, in the future, any of the jurisdictions that participated in this planning effort wish to not participate in future updates of the Plan, they must notify H-GAC in writing.

## *Continued Public Involvement*

Public input was an integral part of the completion of this Plan and will continue to be essential as the Plan changes over time. As is the case with any officially adopted plan or ordinance, significant changes to this Plan shall require a public hearing.

Other efforts to involve the public in the maintenance, evaluation and revision process will be made as necessary. These efforts may include:

- Advertising meetings of the Hazard Mitigation Planning Committee in the local newspaper, on public bulletin boards and/ or in city and county office buildings;
- Utilizing local media to update the public of any maintenance and/ or periodic review activities taking place;
- Utilizing city and/ or county Web sites to advertise any maintenance and/ or periodic review activities taking place; and
- Keeping copies of the Plan in public libraries.

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HOUSTON-GALVESTON AREA COUNCIL  
REGIONAL HAZARD MITIGATION PLAN

**In addition to the FEMA-required five-year review, we offer the following questions and suggestions for determining how to better review and update the Plan:**

- 1. How often will the Mitigation Advisory Committee continue to meet?**

**We suggest that the committee continue meeting bi-annually and after disaster events occur. This will ensure that the Plan is continuously updated to reflect changing conditions and needs within the region.**

- 2. Will regular reports be prepared for and presented to the County Board of Commissioners/Mayor and Councils, etc.?**

**We recommend that an annual report is presented to the local governing bodies in order to report progress on the actions identified in the Plan and to provide information on the latest legislative requirements and/or changes.**

- 3. Who has been designated to review and present the Plan?**

**We recommend that a specific person, preferably someone in an executive position, be responsible for overseeing the Plan review process and making the above noted presentations before the local governing board.**