



8.0 PLAN MAINTENANCE PROCEDURES

The *Disaster Mitigation Act of 2000* requires a formal plan maintenance process to take place to ensure that the *City of Paso Robles Hazard Mitigation Plan* remains an active and applicable document. The plan maintenance process adopted by the City should include a schedule for monitoring and evaluating the plan at least every five years, implementation of the plan through existing programs, and continued public participation throughout the plan maintenance process is required.

This section also includes an explanation of how the City of Paso Robles intends to organize their efforts to ensure that improvements and revisions to the City’s Plan occur in a well-managed, efficient, and coordinated manner.

This section includes the following three subsections, which are addressed in turn below:

- Monitoring, Evaluating, and Updating the Plan
- Implementation Through Existing Programs
- Continued Public Involvement

8.1 MONITORING, EVALUATING, AND UPDATING THE PLAN

The task of monitoring, evaluating, and updating the Plan also falls largely on the shoulders of the City because local resources to accomplish this task are most affectively applied by those who are most influenced by the Plan’s implementation. In compliance with the *Disaster Mitigation Act of 2000* (see Table 8-1), the City details below a method to ensure that the Plan is reviewed and updated regularly.

**TABLE 8-1
DMA 2000 REQUIREMENTS – PLAN MAINTENANCE PROCESS –
MONITORING, EVALUATING, AND UPDATING THE PLAN**

Monitoring, Evaluating and Updating the Plan
Requirement §201.6(c)(4)(i): <i>[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.</i>
Element
A. Does the plan describe the method and schedule for monitoring the plan? (For example, does it identify the party responsible for monitoring and include a schedule for reports, site visits, phone calls, and meetings?)
B. Does the plan describe the method and schedule for evaluating the plan? (For example, does it identify the party responsible for evaluating the plan and include the criteria used to evaluate the plan?)
C. Does the plan describe the method and schedule for updating the plan within the five-year cycle?

Source: FEMA, March 2004.

The *City of Paso Robles Hazard Mitigation Plan* was prepared as a collaborative effort between URS Corporation and the Paso Robles Hazard Mitigation Plan Team (HMPT). In order to maintain momentum and build upon previous hazard mitigation planning efforts and success, the City of Paso Robles will utilize the Paso Robles Hazard Mitigation Plan Team to monitor, evaluate, and update the Plan. In addition to the original members of the Paso Robles Hazard Mitigation Plan Team, members of the Team may come from the Paso Robles City Council, City of Paso Robles Planning Commission, the City Manager’s Office, and any other department representative responsible for



implementing the City's Action Plan. This group will include a team leader (who will be the Paso Robles Housing Programs Manager), who will serve as the primary point of contact for County, State, and Federal Officials, and who will coordinate all local efforts to monitor, evaluate, and revise the Plan.

The City's Hazard Mitigation Plan Team will conduct an annual review of progress implementing the *City of Paso Robles Hazard Mitigation Plan*, particularly the Action Plan. The HMPT Leader will initiate the annual review one month prior to the date of adoption and the results will be presented to the City Council within the following eight weeks. The review will include an evaluation of the following:

- Notable changes in the City's risk to natural or human-caused hazards.
- Impacts of land development activities and related programs on hazard mitigation.
- Correspondence between the City's hazards and the Plan's goals, objectives, and actions.
- Progress on implementation of the Plan. If necessary, this will include identification of problems and suggested improvements.
- Actual progress implementing the Plan versus expectations.
- The adequacy of resources for implementation of the Plan.
- Participation of City agencies and others in the Plan's implementation versus expectations.

The findings from this review will be presented annually by the City of Paso Robles Hazard Mitigation Plan Team to the Paso Robles City Council and also submitted in memorandum format to the San Luis Obispo County Office of Emergency Services (OES) and the California OES. The annual review will provide the basis for possible changes in the Plan's implementation through refocusing on new or more threatening hazards, changes to or increases in resources allocations, and engaging additional support for the Plan's implementation.

The *Disaster Mitigation Act of 2000* requires the updating of hazard mitigation plan's every five years at the local level. To ensure that this occurs, in the fourth year following adoption of the Plan, the City of Paso Robles Hazard Mitigation Team will undertake the following activities:

- Work with OES to thoroughly analyze and update the City's risk to natural and man-made hazards (as was done to prepare the original Plan).
- Provide a new annual review (as noted above), plus a review of the three previous annual reports.
- Provide a detailed review and revision of the Mitigation Strategy, including each goal, objective, and potential action.
- Prepare a new Action Plan with prioritized actions, responsible parties, and resources.
- Prepare a new draft *City of Paso Robles Hazard Mitigation Plan* and submit to the Paso Robles City Council for adoption.
- Submit an updated Plan to the California OES for approval.

8.2 IMPLEMENTATION THROUGH EXISTING PROGRAMS

The many processes that allow Paso Robles to function as a community are also those that will ensure a viable outcome due to hazard event or natural disaster. Therefore, local-level experts are those expected to ensure that the Plan's goals, objectives, and actions are implemented. In compliance with the *Disaster Mitigation Act of 2000* (see Table 8-2), described below are procedures to implement the hazard mitigation plan through existing programs.



**TABLE 8-2
DMA 2000 REQUIREMENTS – PLAN MAINTENANCE PROCESS –
INCORPORATION INTO EXISTING PLANNING MECHANISMS**

Incorporation into Existing Planning Mechanisms

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.*

Element

- A. Does the plan identify other local planning mechanisms available for incorporating the requirements of the mitigation plan?
- B. Does the plan include a process by which the local government will incorporate the requirements in other plans, when appropriate?

Source: FEMA, March 2004.

Within two years of the formal adoption of the Plan, the City will strive to incorporate into the process of existing planning mechanisms any local policies recommended for revision by the City’s Hazard Mitigation Plan Team. The City of Paso Robles utilizes comprehensive land use planning, development standards, capital improvements planning, building codes, and various other regulatory mechanisms to guide and control development in the community. Since the City has autonomy over these various tools, it is provided an excellent opportunity to augment them as necessary to address applicable hazard mitigation requirements. However, as a community that exists in a very active regional context, many of these processes may also affect neighboring communities and development. To ensure that altering these standards do not negatively affect adjacent communities, Paso Robles will seek consistency and collaboration with its counterpart regulatory documents from surrounding jurisdictions.

After adoption of the *City of Paso Robles Hazard Mitigation Plan*, the City should encourage its divisions and departments to be aware of the hazards that are affected by the planning and development decisions they may make and implement. The HMPT Leader will liaise with City staff and local agencies to inform them of the Plan’s hazard mitigation strategies and to advocate incorporation of the mitigation strategy into other planning mechanisms. The City of Paso Robles Hazard Mitigation Team will conduct periodic reviews of the City’s planning documents, development guidelines, and land use policies (see Action 1.A.1). The HMPT Leader will use these reviews to ensure that this Plan’s Mitigation Action Plan (see Table 7-8) complies with any updates or amendments made to the City’s General Plan. This Team will also analyze any specific amendments made annually to this Plan, and provide technical assistance to any division or department in implementing these requirements.

8.3 CONTINUED PUBLIC INVOLVEMENT

The City of Paso Robles is dedicated to involving the public directly in the continual reshaping and updating of the *Hazard Mitigation Plan*. Paso Robles’s Hazard Mitigation Plan Team members are responsible for the review and update of the Plan. Although they represent the public to some extent, the public is entitled to directly comment on and provide feedback regarding updates and revisions to the Plan. In compliance with the *Disaster Mitigation Act of 2000* (see Table 8-3), public access to the Plan and to the various revision processes will be made through mechanisms described below.



TABLE 8-3
DMA 2000 REQUIREMENTS – PLAN MAINTENANCE PROCESS – CONTINUED PUBLIC INVOLVEMENT

Continued Public Involvement

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.*

Element

- A. Does the plan explain how **continued public participation** will be obtained? (For example, will there be public notices, an on-going mitigation plan committee, or annual review meetings with stakeholders?)
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Source: FEMA, March 2004.

Copies of the Plan will be provided to participating municipal Division Directors and kept on hand at the City Manager's Office and the Emergency Coordinator's Office. Upon approval, the existence and location of these documents will be made public through postings to be placed in visible locations in municipal facilities, and will be posted on the City's website. Contained in the hard copies of the Plan are the address and phone number of the City of Paso Robles Hazard Mitigation Plan Evaluation Team leader, who is responsible for monitoring public comments and accepting suggestions regarding Plan revisions.

In addition, a downloadable copy of the plan and any proposed changes will be posted on the City's website, with specific direction made to hazard mitigation materials. This site will also contain an email address and phone number to which people can direct their comments or concerns. A link to this site will also be provided on the San Luis Obispo County Department of Emergency Management website.

The City of Paso Robles Hazard Mitigation Team will also identify opportunities to raise awareness in the community about the Plan and the City's hazards. This could include attendance and provision of materials at major City sponsored events, such as festivals, chamber of commerce events, and neighborhood meetings. Any public comments received relative to the Plan will be collected by the Hazard Mitigation Plan Team Leader and will be included in the annual report to the City Council and also considered during future Plan updates.