

# PLAN MONITORING AND MAINTENANCE



ALAMO AREA COUNCIL OF GOVERNMENTS  
REGIONAL MITIGATION ACTION PLAN UPDATE

## Section 9 Plan Monitoring and Maintenance

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### 9.1 Interim Final Rule Requirement for Plan Monitoring and Maintenance

**Requirement §201.6(c)(4)(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*

**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.*

**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.*

The *Plan Monitoring and Maintenance* section discusses how the mitigation strategy will be implemented by participating jurisdictions and how the 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.

The process for monitoring and maintain the Plan that was described in the 2005 Plan was reviewed and considered during the development of the strategy described in this section. It was determined that some revisions would be required to the 2005 Plan's strategy, as the path for plan updates moving forward would be significantly different than was anticipated in 2005. As this Plan Update will be the final Regional Mitigation Plan allowed by the State of Texas, consideration must be given to the future separation of the plan components and responsibilities for future updates. It was determined, after review of the monitoring and maintenance processes described in the 2005 Plan and after discussion with and amongst AACOG and the participating jurisdictions that the overall responsibility for both monitoring and maintaining the overall plan would continue to lie with AACOG and the EMC. The participating jurisdictions, however, would assume greater responsibility for the monitoring and maintenance of the data in the Plan Update that pertains to their specific jurisdiction. This revision should allow for greater familiarity with the plan

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documents by the participating jurisdictions in the future, and should ease the transition from a large regional plan with many participants to a smaller plan that focuses on a more confined geographical area.

## 9.2 Method for Maintaining the Plan

Each jurisdiction participating in this Plan Update is responsible for implementing specific mitigation actions as prescribed in the *Mitigation Action Plan* (Section 8). Each action has been assigned to a specific person or local government office that is responsible for implementing that specific action. Because each jurisdiction has specific mitigation actions that will be implemented, they have adopted their locally specific Mitigation Action Plan section of the Plan separately. As a result of this process, the individual jurisdictions may update that specific section of the Plan without meeting with the remainder of the AACOG Executive Mitigation Committee. Separate adoption of locally specific actions is also required so that each jurisdiction is not held responsible for the action(s) of every other jurisdiction involved in the planning process.

For each identified action, a funding source has also been listed that may be used when the jurisdiction begins seeking funding for implementation of the action. Also, an implementation time period, or a specific implementation date, has been assigned to each action to serve as incentive for seeing the action through to completion and as a gauge to determine if actions are being implemented in a timely fashion.

It will be up to 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.

## 9.3 Method, Schedule and Procedures for Monitoring the Plan

Periodic revisions and updates of the Plan are required to ensure that the goals and objectives described in Section 8 are kept current, taking into account potential changes in hazards vulnerability and mitigation priorities. More importantly, revisions may be necessary to ensure that the Plan is in full compliance with federal regulations and state statutes. This portion of the Plan outlines the schedule and procedures for completing such revisions and updates.

### 9.3.1 Five-Year Plan Review and Update

As of May 2010, TDEM will no longer allow mitigation plans that contain more than two (2) counties. It is uncertain at this time precisely how future reviews and updates will be conducted and configured, and how the participating jurisdictions will decide to move forward, as this decision from TDEM will require all fifty-eight (58) participating jurisdictions in this Plan Update to consider the options open to them for continuing mitigation planning.

One possible method for reviewing and updating the Plan Update would begin approximately three (3) year from the date of the approval of this Plan Update. The participating jurisdictions would first determine how future Plan Updates would be configured, as the State will no longer support Regional Mitigation Plans, moving forward. Funding for the individual or joint plan updates would be applied for/determined. Once participants and funds are secured, the newly-aligned plan update participants would review this Plan Update to determine whether there have been any significant changes in the planning area that might affect the Plan. Increased development, increased

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exposure to certain hazards, the development of new mitigation capabilities or techniques, and changes to federal or state legislation are examples of changes that may affect the condition of the Plan. This review also gives community officials an opportunity to evaluate those actions that have been successful and to explore the possibility of documenting those losses avoided.

The required five-year update may be coordinated by AACOG through the Regional Emergency Preparedness Advisory Committee (REPAC). Alternatively, jurisdictions may decide to develop their own plans, or to work with neighboring jurisdictions to develop plans. Where possible, AACOG will assist jurisdictions that request assistance with hazard mitigation information or planning-related tasks, or with seeking or applying for funding.

Each jurisdiction is encouraged to make yearly reviews and minor changes without approval from the AACOG REPAC (see Local Plan Amendment Process below).

## 9.3.2 Plan Monitoring and Evaluation

As the owner of the grant that funded the development of this Plan Update, AACOG has an interest in seeing that the risk and vulnerability of the participating jurisdictions is mitigated wherever possible and where resources allow. AACOG expects that at least some of the mitigation strategy described in this Plan Update will be implemented over the period of plan effectiveness, and will assist the participating jurisdictions wherever possible to apply for and secure funding, as well as providing any relevant information to participating jurisdictions to assist with the application or project development process. In addition, because they have an interest in the future mitigation efforts of the participating jurisdictions, they will monitor the mitigation strategy described in the Plan Update, to determine where they may be of assistance to their partner counties and municipalities.

AACOG is responsible for the general evaluation of the Plan Update over the period of plan effectiveness. They will collect data regarding implemented actions and newly-available or updated hazard data, which will be made available to participating jurisdictions. This gathering and dissemination of information will be accomplished through the Regional Emergency Preparedness Action Committee (REPAC), which regularly meets monthly. While this topic may not be discussed at every meeting, this existing venue will allow for transference of information from AACOG to participating jurisdictions and vice versa.

The Emergency Preparedness Manager for AACOG will be responsible for the continued coordination of the monitoring and periodic evaluation of this plan. The Emergency Management Coordinator from each jurisdiction (see Table 9.3.2-1) will make yearly updates to AACOG on the progress of the implementation of their mitigation actions. The yearly reports should coincide with the anniversary of the approval date of this plan. These yearly reports will aid the AACOG Emergency Preparedness Manager to satisfactorily monitor the progression of the mitigation actions in the Plan Update, as well as to evaluate the success or failure of the mitigation strategies of the participating jurisdictions.

These annual reports from the jurisdictional EMCs will serve as the primary method for monitoring and evaluating this Plan Update. Additional criteria that may be used by the jurisdictional Emergency Management Coordinators to monitor and evaluate the Plan Update include:

- Annual identification of any changes to the jurisdiction's hazards, risks, vulnerability or capability;

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- Annual identification of any significant changes to jurisdiction's data, particularly data related to critical facilities and assets;
- Annual identification of any mitigation actions that have been completed or implemented;
- Annual identification of any mitigation actions for which funding is being sought; or
- Annual identification of any mitigation actions that have been found to be no longer applicable or appropriate for the community.

If any of the jurisdictions that participated in this planning effort wish to not participate in future updates of the Plan, they must notify the AACOG Emergency Preparedness Manager in writing.

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**Table 9.3.2-1  
Local Points of Contact for Plan Monitoring and Updating**

Jurisdiction	Title	Work Phone	Email Address	Address	City	Zip
<b>Atascosa County</b>	EMC	830.769.2029	emc-fire@2fastmail.com	711 Oak Street	Jourdanton	78026
Charlotte	EMC	830.769.2029	emc-fire@2fastmail.com	711 Oak Street	Jourdanton	78026
Christine	EMC	830.769.2029	emc-fire@2fastmail.com	711 Oak Street	Jourdanton	78026
Lytle	EMC	830.769.2029	emc-fire@2fastmail.com	711 Oak Street	Jourdanton	78026
Pleasanton	EMC	830.769.2029	emc-fire@2fastmail.com	711 Oak Street	Jourdanton	78026
Jourdanton	EMC	830.769.2029	emc-fire@2fastmail.com	711 Oak Street	Jourdanton	78026
<b>Bandera County</b>	EMC	830.460.8299	banderaeoc@indian-creek.net	3360 State Highway 173 N	Bandera	78003
Bandera	EMC	830.460.8299	banderaeoc@indian-creek.net	3360 State Highway 173 N	Bandera	78003
<b>Bexar County</b>	EMC	210.335.0300	rcoleman@bexar.org	622 Dolorosa	San Antonio	78207
Alamo Heights	Fire Chief / EMC	210.824.1281	bkuhn@alamoheightstx.gov	6116 Broadway	San Antonio	78209
Balcones Heights	Fire Chief	210.735.9406	pprince@balconesheights.org	3300 Hillcrest Drive	San Antonio	78201
Castle Hills	EMC	210.342.2341	firechief-chfd@satx.rr.com	209 Lemonwood Dirive	San Antonio	78213
Converse	EMC	210.658.2322	cityhall@conversetx.net	407 South Seguin	Converse	78109
Helotes	EMC	210.695.3572	rwall@helotes-tx.gov	PO Box 507	Helotes	78023
Kirby	EMC	210.661.2612	kirbyfd886@yahoo.com	112 Bauman	Kirby	78219
Leon Valley	EMC	210.684.3249	r.lee@leonvalleytexas.gov	6460 El Verde	Leon Valley	78238
Live Oak	EMC	210.653.9140	gwoppert@liveoaktx.net	8001 Shin Oak	Live Oak	78233
Saint Hedwig	EMC	210.335.0300	susannb@aialmail.net	203 W Nueva, Ste 302	San Antonio	
San Antonio	EMC	210.206.8580	emergencyoperationscenter@sanantonio.gov	PO Box 35488	San Antonio	78235
Somerset	Mayor	830.710.4100	city.administrator@somersettx.gov	7360 E 6 <sup>th</sup> Street	Somerset	78069
Terrell Hills	EMC	210.824.7401	iseibert@terrell-hills.com	5100 N New Braunfels	San Antonio	78209
Universal City	EMC	210.659.0333	firechief@universalcitytexas.com	2160 Universal City Blvd	Universal City	78148
Windcrest	EMC	210.655.0022	thall@windcrest-tx.gov	8601 MidCrown	Windcrest	78239

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Jurisdiction	Title	Work Phone	Email Address	Address	City	Zip
Von Ormy	EMC	210.618.3483	emc@vonormytexas.com	PO Box 10	Von Ormy	78073
<b>Comal County</b>	EMC	830.221.1108	cctcje@co.comal.tx.us	150 North Seguin	New Braunfels	78130
Bulverde	EMC	830.221.1108	cctcje@co.comal.tx.us	150 North Seguin	New Braunfels	78130
Garden Ridge	EMC	830.221.1108	cctcje@co.comal.tx.us	150 North Seguin	New Braunfels	78130
New Braunfels	EMC	830.221.1108	cctcje@co.comal.tx.us	150 North Seguin	New Braunfels	78130
<b>Frio County</b>	EMC	830.334.2154	friojudge@hotmail.com	500 E San Antonio, #5	Pearsall	78061
Dilley	EMC	830.334.2154	friojudge@hotmail.com	500 E San Antonio, #5	Pearsall	78061
Pearsall	EMC	830.334.2154	friojudge@hotmail.com	500 E San Antonio, #5	Pearsall	78061
<b>Gillespie County</b>	EMC	830.990.2033	jculpepper@fbgtx.org	126 W Main Street	Fredericksburg	78624
Fredericksburg	EMC	830.990.2033	jculpepper@fbgtx.org	126 W Main Street	Fredericksburg	78624
<b>Guadalupe County</b>	EMC	830.303.8856	dkinsey@co.guadalupe.tx.us	415 E Donegan	Seguin	78155
Cibolo	EMC	830.303.8856	dkinsey@co.guadalupe.tx.us	415 E Donegan	Seguin	78155
Santa Clara	EMC	830.303.8856	dkinsey@co.guadalupe.tx.us	415 E Donegan	Seguin	78155
Seguin	EMC	830.401.2312	gdreiss@seguintexas.gov	660 S Highway 46	Seguin	78155
Schertz	EMC	210.619.1666	btodd@schertz.com	1400 Schertz Parkway	Schertz	78154
<b>Karnes County</b>	EMC	830.299.1524	sdupnik@sbcglobal.net	125 Bluebonnet	Kenedy	78119
Falls City	EMC	830.299.1524	sdupnik@sbcglobal.net	125 Bluebonnet	Kenedy	78119
Karnes City	EMC	830.299.1524	sdupnik@sbcglobal.net	101 N Panna Nova	Karnes City	78118
Kenedy	EMC	830.299.1524	sdupnik@sbcglobal.net	125 Bluebonnet	Kenedy	78119
Runge	EMC	830.299.1524	sdupnik@sbcglobal.net	125 Bluebonnet	Kenedy	78119
<b>Kerr County</b>	EMC	830.257.8449	cbarton@co.kerr.tx.us	400 Clearwater Paseo	Kerrville	78028
Ingram	Marshal	830.367.2636	<a href="mailto:rzachry@ingramtx.com">rzachry@ingramtx.com</a>	226 Highway 39	Ingram	78025
Kerrville	EMC	830.257.8449	pat.dunlap@kerrvilletx.gov	87 Coronado Drive	Kerrville	78028
<b>Medina County</b>	EMC	830.741.6191	<a href="mailto:wbmchu@yahoo.com">wbmchu@yahoo.com</a>	3103 Avenue G	Hondo	78861
Castroville	Police Chief	810.931.2222	<a href="mailto:pdchief@castroville.gov">pdchief@castroville.gov</a>	411 London	Castroville	78009
Devine	EMC	830.663.4403	devinepolice@yahoo.com	303 S Teel Drive	Devine	78016
Hondo	EMC	210.275.2664	<a href="mailto:tfousse@hondo-tx.org">tfousse@hondo-tx.org</a>	1600 Avenue M	Hondo	78861
Natalia	Mayor	830.663.2926	<a href="mailto:vera@cityofnatalia.com">vera@cityofnatalia.com</a>	2078 State Highway 132 N	Natalia	78059

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Jurisdiction	Title	Work Phone	Email Address	Address	City	Zip
<b>Wilson County</b>	EMC	830.393.8351	<a href="mailto:leannema@felipsis.net">leannema@felipsis.net</a>	800 Tenth Street, Bldg B	Floresville	78114
Floresville	City Manager	830.393.3105	<a href="mailto:citymanager@cityoffloresville.org">citymanager@cityoffloresville.org</a>	1120 D Street	Floresville	78114
La Vernia	Police Chief	830.779.4514	<a href="mailto:bhyattlvpd@lavernia-tx.gov">bhyattlvpd@lavernia-tx.gov</a>	PO Box 225	LaVernia	78121
Stockdale	EMC	830.381.1713	<a href="mailto:chiefsfd4100@gmail.com">chiefsfd4100@gmail.com</a>	PO Box 446	Stockdale	78160
<b>San Antonio River Authority</b>	General Manager	210.302.3613	<a href="mailto:sbscott@sara-tx.org">sbscott@sara-tx.org</a>	100 East Guenther Street	San Antonio	78283

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## 9.3.3 Disaster Declarations

Following a disaster declaration, the Plan will be revised by each affected jurisdiction to reflect lessons learned or to address specific circumstances arising from the changing conditions surrounding subsequent disaster events.

## 9.3.4 Reporting Procedures

The results of the five-year review will be summarized in a report prepared for the AACOG Board of Directors. The report will include an evaluation of the effectiveness and appropriateness of the Plan, and will recommend, as appropriate, any required changes or amendments to the Plan. The report will also include an evaluation of implementation progress for each of the proposed mitigation actions, identifying reasons for delays or obstacles to their completion along with recommended strategies to overcome them.

## 9.3.5 Local Plan Amendment Process

Participating counties and municipalities can amend their Mitigation Action Plans at any time. An amendment to the Plan should be initiated only by the local governing body, either on its own initiative or upon the recommendation of the chief elected official, planner, emergency management coordinator, or local Hazard Mitigation Teams or Hazard Mitigation Team leaders.

Minor revisions and clarifying changes can be made by the local governing body without going through the public participation and adoption process. Examples of these changes include:

- Minor spelling and grammatical corrections; and
- Minor corrections to statistics, dates and calculations.

The local point of contact for each jurisdiction shall make an annual report to AACOG documenting any changes made to the Mitigation Actions.

## 9.4 Continued Public Involvement

AACOG and the participating jurisdictions are dedicated to continued public involvement and education in the review, maintenance, monitoring and updating of this Plan Update. All jurisdictions are aware of the need for public participation and involvement for successful plan implementation. This commitment is reflected in many of the mitigation actions described in Section 8 of this Plan Update. Public education campaigns and community planning groups are a means of continuing the public's involvement in building a more sustainable, more disaster resistant community. Other examples of how participating jurisdictions will continue to involve the public are town hall meeting, public forums and comment periods, and the solicitation of comments on proposed projects prior to implementation, particularly those that are located in or will affect a special flood hazard area.

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Public input was an integral part of the completion of this Plan Update and will continue to be essential as this Plan grows and changes. As is the case with any officially adopted plan or ordinance, any significant change to this Plan shall require a public hearing. Minor changes may be made without individual public notices, but will be included to allow comment in any public hearing that is held to address significant changes.

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

- Advertising meetings of the REPAC (quarterly) and the Local Hazard Mitigation Teams (as needed) on appropriate county or municipal websites, in the local paper, on public bulletin boards and/or in city and county office buildings, as well as at the AACOG office;
- Utilizing local media to update the public of any maintenance or periodic review activities taking place;
- Utilizing municipal and county web sites to advertise any maintenance or periodic review activities taking place; and
- Keeping copies of the Plan Update in all public libraries, on the official website, or in other public facilities, within the jurisdictions.

The Texas Division of Emergency Management or members of the AACOG Planning Team may also provide suggestions.

## 9.5 Incorporation into Existing Planning Mechanisms

Despite not being a regulatory or planning authority, AACOG does have mechanisms by which the data contained in this Plan Update can and will be made available to and incorporated by participating jurisdictions into their existing planning mechanisms.

AACOG provides their member communities with information and assistance related to grant applications and administration. They can and do assist jurisdictions with seeking information regarding available grants, with completion and submission of applications, and with the management and administration of grants after award.

Additionally, AACOG maintains an internal GIS department, which in turn maintains an extensive database of information and images, including the hazard and risk data contained in this Plan Update. AACOG makes this data available to participating jurisdictions, and will continue to do so in the future. This data can be used by participating jurisdictions for a plethora of purposes, including in their own planning mechanisms, in grant applications, and in community education and outreach activities.

It is expected that future plans in the planning area, including futures mitigation plans, will incorporate the data contained in this Plan Update, as well as the data available through AACOG's GIS department.

A wide variety of planning authority and action exists within the planning area. It is not practical to specifically detail how this Plan Update will be incorporated into each participating jurisdiction, as that process has yet to be determined by many of the participating jurisdictions. Examples of how the mitigation strategy and information contained in the 2005 Plan was incorporated into a local planning mechanism can be found in Section 8.5 of this Plan Update, Table 8.5-1, *Completed Mitigation Actions Since 2005*. The following participating jurisdictions were able to successfully incorporate the findings of the hazard identification and risk assessment described in the 2005 Plan into

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their project planning mechanisms, and to implement at least a portion of the mitigation strategies identified for their jurisdiction:

- Atascosa County, City of Pleasanton
- Bandera County / City of Bandera
- Bexar County, City of Converse
- Bexar County, City of Live Oak
- Bexar County, City of Terrell Hills
- Bexar County, City of Windcrest
- Guadalupe County
- Guadalupe County, City of Schertz
- Guadalupe County, City of Seguin
- Karnes County
- Medina County
- Medina County, City of Castroville
- Medina County, City of Devine
- Medina County, City of Hondo
- Medina County, City of Natalia
- Wilson County

In addition, some participants have taken the opportunity to use the information found in the 2005 Plan to develop or expand programs designed to address the risks and vulnerabilities identified, in addition to the mitigation actions described in the Plan. This information has been used, to the extent possible, to create more disaster-resistant, resilient communities. This effort will likely continue with the adoption of this Plan Update.

This sub-section will detail the responsibilities of each participating jurisdiction as it relates to the incorporation of this Plan Update into other planning mechanisms and processes, to ensure that they are aware of their responsibilities and can develop their process(es) accordingly.

All participating jurisdictions are responsible for creating and maintaining a process by which this plan update will be considered and incorporated the requirements into other planning efforts (where appropriate). Existing plans were considered during the creation of this plan, including

- Comprehensive Plans
- Capital Improvement Plans
- Emergency Operation Plans
- Ordinances and Policies

Further description of the reviewed plans and ordinances can be found in Section 5, Planning Process.

Going forward, this Plan Update will also be considered in the development and updating of new and existing participant planning efforts. This Plan Update will guide other planning mechanisms towards maintaining an effective mitigation program for all participants.

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Upon approval of the Plan Update, each participating jurisdiction will be provided with an electronic copy of the approved Plan Update. The local points of contact designated in Table 9.3.2-1 will be responsible for making the approved Plan Update available to the appropriate staff within their jurisdiction or entity, to ensure that the approved Plan Update can be incorporated into all applicable local planning mechanisms. It is anticipated that the local point of contact will attend meetings and/or workshops where the development or update of existing plans and planning documents will be discussed, to ensure consistency and incorporation where appropriate. This will ensure that the hazard mitigation goals, objectives and actions described in this Plan Update, as well as the findings of the Hazard Identification and Risk Assessment, are considered wherever appropriate during each participating jurisdiction's planning process.

In addition, the approved Plan Update will be accessible to the local official responsible for the following areas:

- Emergency Management
- Grants
- Public Works
- Capital Improvement Planning
- Comprehensive Planning
- Floodplain Management

The Emergency Preparedness Manager for AACOG will be available to all participating jurisdictions to provide assistance with and guidance regarding incorporating the information and findings of this Plan Update into other local planning mechanisms.