

## SECTION 7: PLAN MAINTENANCE PROCEDURES

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

### MONITORING, EVALUATING AND UPDATING THE PLAN

This section presents the procedures for monitoring, evaluating, and updating the plan.

The Village intends to maintain the Hazard Mitigation Planning Committee, as organized for this planning effort, to assist with ongoing plan monitoring, evaluation and updates of the Plan.

#### Monitoring

To monitor the implementation of the mitigation plan, the Assistant Village Manager will collect and process the annual reports from the departments, agencies and organizations involved in implementing mitigation projects or activities identified in Section 6 of this plan or conduct phone calls and meetings with persons responsible for overseeing the mitigation projects.

**The status of the HMP will be discussed at an annual meeting of the Planning Committee, to be held in the month of September.** In August at least two weeks before the annual meeting, the Assistant Village Manager will advise Planning Committee members of the meeting date, agenda and expectations of the members.

An annual report summarizing the previously mentioned activities will be written and maintained. These annual reports will provide data for the 5-year update of this HMP and will assist in pinpointing implementation challenges. By monitoring the implementation of the plan on an annual basis, the Planning Committee will be able to assess which projects are completed, which are no longer feasible, and what projects may require additional funding.

In addition, the Assistant Village Manager will be responsible for recording and archiving public and stakeholder comments, and compiling and maintaining data from hazard events when they occur, particularly public and private losses.

Finally, the Planning Committee will periodically inform the public about the progress and success of its efforts through the Village website, monthly newsletters, on the local cable television channel 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 Village'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 Assistant Village Manager will be responsible for calling and coordinating the annual plan review meeting (see "Monitoring" above), and assessing 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 HMP 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 impeding progress on the plan.
- Outcomes have occurred as expected.
- Changes in county/city/town/village resources impacted plan implementation (e.g., funding, personnel, and equipment)
- New agencies/departments/staff should be included.

Specifically, the Planning Committee will review the mitigation goals, objectives, and activities using performance based indicators, including:

- New agencies/departments
- Project completion
- Under/over spending
- Achievement of the goals and objectives
- Resource allocation
- Timeframes
- Budgets
- Lead/support agency commitment
- Resources
- Feasibility

Finally, the Planning Committee will evaluate how other programs and policies have conflicted or augmented planned or implemented measures. Other programs and policies can include those that address:

- Economic Development
- Environmental Preservation
- Historic Preservation
- Redevelopment
- Health and/or safety
- Recreation
- Land use/zoning
- Public Education and Outreach
- Transportation

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 5 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.

The long term vision for the HMP is to integrate the plan maintenance efforts into the Village of Briarcliff Manor's Comprehensive Plan and the WC Comprehensive Emergency Plan. By doing so, Planning Committee anticipates that:

- 1) Hazard mitigation planning will be formally recognized as an integral part of overall emergency management efforts;
- 2) The Village of Briarcliff All Hazard Mitigation Plan and the Village of Briarcliff Manor's Comprehensive Plan will become mutually supportive documents that work in concert to meet the goals and needs of Village 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.

To facilitate the update process, the Assistant Village Manager, with support of the Planning Committee, shall use the **fourth annual HMP meeting** (September of 2011 assuming this plan is approved in 2007) to develop and commence the implementation a detailed Plan update program. The Village manager shall invite representatives from SEMO to this meeting to provide guidance on plan update procedures. This program shall, at a minimum, establish who shall be responsible for managing and completing the Plan update effort, what needs to be included in the updated plan, and a detailed timeline with milestones to assure that the update is completed according to regulatory requirements.

At this meeting, the Committee shall determine what resources will be needed to complete the update. The Assistant Village Manager shall be responsible for assuring that needed resources are secured or made available.

Following each 5 year update of the mitigation plan, the plan will be distributed for public comment. After all comments are addressed, the HMP will be revised and distributed to all planning group members and the New York State Hazard Mitigation Officer.

### Implementation of Mitigation Plan through Existing Programs

The Village of Briarcliff Manor intends to incorporate mitigation planning as an integral component of daily government operations. Planning Committee 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.

A capability assessment is provided as Appendix H. Amending and maintaining this capability assessment is identified as a mitigation action in Section 6 of this Plan. The Planning Committee will identify additional policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions. Specifically, the Village of Briarcliff Manor intends to implement the mitigation plan through FEMA and other programs in which they are involved. Table 7-1 below includes existing processes and programs through which the mitigation plan could be implemented.

Table 7-1. Existing Processes and Programs for Mitigation Plan Implementation in the Village of Briarcliff Manor

Process	Action	Implementation of Plan in the Village of Briarcliff Manor
Administrative	Departmental or organizational work plans, policies, and procedural changes	<ul style="list-style-type: none"> <li>▪ Briarcliff Manor Department of Public Works</li> <li>▪ Briarcliff Manor Department of Building/Engineering</li> <li>▪ Briarcliff Manor Planning Board</li> <li>▪ Westchester County Department of Emergency Services</li> <li>▪ Westchester County Department of Health</li> <li>▪ Westchester County Department of Transportation</li> </ul>
Administrative	Other organizations' plans	<ul style="list-style-type: none"> <li>▪ Include reference to this plan in risk reduction section of the WC Emergency Management Plan.</li> </ul>
Administrative	Job/Job Descriptions	<ul style="list-style-type: none"> <li>▪ Unpaid internship to assist in hazard mitigation plan maintenance</li> </ul>
Budgetary	Capital and operational budgets	<ul style="list-style-type: none"> <li>▪ Review of Village budgets to include line item mitigation actions</li> </ul>
Regulatory	Executive Orders, ordinances and other directives	<ul style="list-style-type: none"> <li>▪ Comprehensive Planning - Institutionalize hazard mitigation for new construction and land use.</li> <li>▪ Zoning and Ordinances</li> <li>▪ Building Codes</li> <li>▪ 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.</li> </ul>
Regulatory (Continued)	Executive Orders, ordinances and other directives (Continued)	<ul style="list-style-type: none"> <li>▪ National Flood Insurance Program – Continue participation in this program.</li> <li>▪ Continue to implement Village storm water management plans.</li> <li>▪ 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</li> </ul>

Process	Action	Implementation of Plan in the Village of Briarcliff Manor
Funding	Secure traditional sources of financing	<ul style="list-style-type: none"> <li>▪ 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).</li> <li>▪ Research grant opportunities through U.S. Department of Housing and Urban Development’s Community Development Block Grant (CDBG)</li> <li>▪ Other potential federal funding sources include: <ul style="list-style-type: none"> <li>○ Stafford Act, Section 406 – Public Assistance Program Mitigation Grants</li> <li>○ Federal Highway Administration</li> <li>○ Catalog of Federal Domestic Assistance</li> <li>○ United States Fire Administration – Assistance to Firefighter Grants</li> <li>○ United States Small Business Administration Pre and Post Disaster Mitigation Loans</li> <li>○ United States Department of Economic Development Administration Grants</li> <li>○ United States Army Corps of Engineers</li> <li>○ United States Department of Interior, Bureau of Land Management</li> <li>○ Other sources as yet to be defined</li> </ul> </li> <li>▪ See Appendix G for additional funding sources</li> </ul>
Partnerships	Develop creative partnerships, funding and incentives	<ul style="list-style-type: none"> <li>▪ Public-Private Partnerships</li> <li>▪ State Cooperation</li> <li>▪ In-kind resources</li> </ul>
Partnership	Existing Committees and Councils	<ul style="list-style-type: none"> <li>▪ Briarcliff Manor Government Committees: <ul style="list-style-type: none"> <li>○ Conservation Advisory Council</li> <li>○ Planning Board</li> <li>○ Zoning Board of Appeals</li> <li>○ Tree Preservation Board</li> <li>○ Media and Communications</li> </ul> </li> <li>▪ Merchants Association</li> <li>▪ Property Owners Association</li> </ul>
Partnership	Working with other federal, state, and local agencies	<ul style="list-style-type: none"> <li>▪ Army Corps of Engineers (USACE)</li> <li>▪ American Red Cross</li> <li>▪ Department of Homeland Security (DHS)</li> <li>▪ Federal Emergency Management Agency (FEMA)</li> <li>▪ National Oceanic and Atmosphere Agency (NOAA)</li> <li>▪ National Weather Service (NWS)</li> <li>▪ New York State Department of Transportation (NYSDOT)</li> <li>▪ State Emergency Management Office – SEMO</li> <li>▪ United States Department of Agriculture (USDA)</li> <li>▪ United States Department of Transportation (USDOT)</li> </ul>

## Continued Public Involvement

The Village is committed to the continued involvement of the public in the hazard mitigation process. Copies of the Village of Briarcliff Manor All Hazard Mitigation Plan will be maintained and made available for review at the following locations:

Briarcliff Manor Village Hall  
1111 Pleasantville Road  
Briarcliff Manor, NY 10510

Briarcliff Manor Public Library  
One Library Road  
Briarcliff Manor, NY 10510

A notice regarding the existence and location of copies of the mitigation plan will be publicized annually on the Village web site. This announcement will follow the planning group's annual review effort.

The Assistant Village Manager will be responsible for receiving, tracking, and filing public comments regarding this HMP. Contact information for the Village is included in the Point of Contact information at the end of the Executive Summary of this document.

The public will have an opportunity to comment on the plan at the annual review meeting for the HMP and during the 5-year plan update. The Assistant Village Manager 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. 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.