



# 7 PLAN MAINTENANCE AND IMPLEMENTATION

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**Requirement §201.6(c)(4): [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.**

Implementation and maintenance of the plan update is critical to the overall success of hazard mitigation planning. This is Planning Step 10 of the 10-step planning process. This chapter provides an overview of the overall strategy for plan implementation and maintenance and outlines the method and schedule for monitoring, updating, and evaluating the plan update. The chapter also discusses incorporating the plan update into existing planning mechanisms and how to address continued public involvement.

## 7.1 Implementation

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Once adopted, the plan update faces the truest test of its worth: implementation. While this plan update contains many worthwhile actions, Bossier City will need to decide which action(s) to undertake first. Two factors will help with making that decision: the priority assigned the actions in the planning process and funding availability. Low or no-cost actions most easily demonstrate progress toward successful plan implementation.

Mitigation is most successful when it is incorporated into the day-to-day functions and priorities of government and development. An important implementation mechanism that is highly effective and low-cost is incorporation of the hazard mitigation plan recommendations and their underlying principles into other plans and mechanisms, such as the master plan for Bossier City. The City already implements policies and programs to reduce losses to life and property from hazards. This plan update builds upon the momentum developed through previous and related planning efforts and mitigation programs and recommends implementing actions, where possible, through these other program mechanisms.

Implementation will be accomplished by adhering to the schedules identified for each action and through constant, pervasive, and energetic efforts to network and highlight the multi-objective, win-win benefits to each program and the Bossier City community and its stakeholders. This effort is achieved through the routine actions of monitoring agendas, attending meetings, and promoting a safe, sustainable community. Additional mitigation strategies could include consistent and ongoing enforcement of existing policies and vigilant review of programs for coordination and multi-objective opportunities.

Simultaneous to these efforts, it is important to maintain a constant monitoring of funding opportunities that can be leveraged to implement some of the more costly recommended actions. This will include creating and maintaining a bank of ideas on how to meet local match or

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participation requirements. When funding does become available, the City will be in a position to capitalize on the opportunity. Funding opportunities to be monitored include special pre- and post-disaster funds, special district budgeted funds, state and federal earmarked funds, and other grant programs, including those that can serve or support multi-objective applications.

### **7.1.1 Role of Hazard Mitigation Planning Committee in Implementation and Maintenance**

With adoption of this plan, Bossier City will be tasked with plan implementation and maintenance. Bossier City, led by the City's Engineering Department, agrees to:

- Act as a forum for hazard mitigation issues;
- Disseminate hazard mitigation ideas and activities to all participants;
- Pursue the implementation of high-priority, low/no-cost recommended actions;
- Keep the concept of mitigation in the forefront of community decision making by identifying plan recommendations when other community goals, plans, and activities overlap, influence, or directly affect increased community vulnerability to disasters;
- Maintain a vigilant monitoring of multi-objective cost-share opportunities to help the community implement the plan's recommended actions for which no current funding exists;
- Monitor and assist in implementation and update of this plan;
- Report on plan progress and recommended changes to the Bossier City governing board; and
- Inform and solicit input from the public.

The primary duty of the City is to see the plan update successfully carried out and to report to its governing board and the public on the status of plan implementation and mitigation opportunities. Other duties include reviewing and promoting mitigation proposals, considering stakeholder concerns about hazard mitigation, passing concerns on to appropriate entities, and posting relevant information on the City website.

## **7.2 Maintenance**

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Plan maintenance implies an ongoing effort to monitor and evaluate plan implementation and to update the plan as progress, roadblocks, or changing circumstances are recognized.

### **7.2.1 Maintenance Schedule**

The Bossier City Engineering Department is responsible for initiating plan reviews. In order to monitor progress and update the mitigation strategies identified in the action plan, the Community Development Department, Planning Division will revisit this plan update annually and after a hazard event. As part of the maintenance process, they will submit a five-year written update to the state and FEMA Region VI, unless disaster or other circumstances (e.g., changing regulations) require a change to this schedule.

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## 7.2.2 Maintenance Evaluation Process

Evaluation of progress can be achieved by monitoring changes in vulnerabilities identified in the plan. Changes in vulnerability can be identified by noting:

- Decreased vulnerability as a result of implementing recommended actions,
- Increased vulnerability as a result of failed or ineffective mitigation actions, and/or
- Increased vulnerability as a result of new development (and/or annexation).

Updates to this plan will:

- Consider changes in vulnerability due to action implementation,
- Document success stories where mitigation efforts have proven effective,
- Document areas where mitigation actions were not effective,
- Document any new hazards that may arise or were previously overlooked,
- Incorporate new data or studies on hazards and risks,
- Incorporate new capabilities or changes in capabilities,
- Incorporate growth and development-related changes to inventories, and
- Incorporate new action recommendations or changes in action prioritization.

In order to best evaluate any changes in vulnerability as a result of plan implementation, the City will follow the following process:

- A representative from the responsible office identified in each mitigation measure will be responsible for tracking and reporting on an annual basis to the City lead on action status and provide input on whether the action as implemented meets the defined objectives and is likely to be successful in reducing vulnerabilities.
- If the action does not meet identified objectives, the City lead will determine what additional measures may be implemented, and an assigned individual will be responsible for defining action scope, implementing the action, monitoring success of the action, and making any required modifications to the plan.

Changes will be made to the plan to accommodate for actions that have failed or are not considered feasible after a review of their consistency with established criteria, time frame, community priorities, and/or funding resources. Actions that were not ranked high but were identified as potential mitigation activities will be reviewed as well during the monitoring and update of this plan to determine feasibility of future implementation. Updating of the plan will be by written changes and submissions, as the Bossier City Engineering Department deems appropriate and necessary, and as approved by the Bossier City governing board. In keeping with the process of adopting the plan, a public involvement process to receive public comment on plan maintenance and updating will be held during the annual review period, and the final product will be adopted by the governing board.

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### 7.2.3 Incorporation into Existing Planning Mechanisms

Another important mechanism that is highly effective and low-cost is incorporation of the hazard mitigation plan recommendations and their underlying principles into other City plans and mechanisms. Where possible, plan participants will use existing plans and/or programs to implement hazard mitigation actions. As previously stated in Section 7.1 of this plan, mitigation is most successful when it is incorporated into the day-to-day functions and priorities of government and development. This point is re-emphasized here. As described in this plan's capability assessment, the City already implements policies and programs to reduce losses to life and property from hazards. This plan update builds upon the momentum developed through previous and related planning efforts and mitigation programs and recommends implementing actions, where possible, through these other program mechanisms. These existing mechanisms include:

- City general and master plans
- City Emergency Operations Plan
- City ordinances
- Flood/stormwater management/master plans
- Capital improvement plans and budgets
- Other plans, regulations, and practices with a mitigation focus

HMPC members involved in these other planning mechanisms will be responsible for integrating the findings and recommendations of this plan update with these other plans, programs, etc, as appropriate. As described in Section 7.1, incorporation into existing planning mechanisms will be done through the routine actions of:

- Monitoring other planning/program agendas
- Attending other planning/program meetings
- Participating in other planning processes
- Monitoring community budget meetings for other community program opportunities

The successful implementation of this mitigation strategy will require constant and vigilant review of existing plans and programs for coordination and multi-objective opportunities that promote a safe, sustainable community. Efforts should continuously be made to monitor the progress of mitigation actions implemented through these other planning mechanisms and, where appropriate, their priority actions should be incorporated into updates of this Local Hazard Mitigation Plan.

### 7.2.4 Continued Public Involvement

Continued public involvement is imperative to the overall success of the plan's implementation. The update process provides an opportunity to solicit participation from new and existing stakeholders and to publicize success stories from the plan implementation and seek additional

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public comment. The plan maintenance and update process will include continued public and stakeholder involvement and input through attendance at designated committee meetings, web postings, press releases to local media, and through public hearings.

When the HMPC reconvenes for the update, they will coordinate with all stakeholders participating in the planning process—including those that joined the committee since the planning process began—to update and revise the plan. In reconvening, the HMPC plans to identify a public outreach subcommittee, which will be responsible for coordinating the activities necessary to involve the greater public. The subcommittee will develop a plan for public involvement and will be responsible for disseminating information through a variety of media channels detailing the plan update process. As part of this effort, a series of public meetings will be held and public comments will be solicited on the plan update draft.