

Section 9 - Implement, Maintain, Evaluate and Revise the Plan

Pending final approval of this Multi-Hazard Mitigation Plan FEMA, the Mamaroneck Village Board of Trustees will officially adopt the Plan as documented in Section 10. This Section begins with the implementation of the Plan, discusses how the plan will be maintained, evaluation of progress and the process of plan revisions. The Planning Committee, described in Section 1 and Figure 1-3, under direction of the Chairperson, will review and monitor the progress of the plan. The Village Board of Trustees is responsible for approving the implementation of the Plan and any substantial revisions. Current officials of the Village or the Committee including the Village Manager, Public Works Foreman, Fire and Police Chiefs, Building Inspector or other Village officials and consultants appointed by the Mayor or the Board will be responsible for administering or managing specific projects proposed in Section 8.

This Plan is considered an active document. Once the Plan is approved and implemented, the Planning Committee will maintain the Plan through periodic review of the schedule, preparation of detailed plans or specifications for funded activities, monitoring the plan's progress and evaluating the plan's successes. As this plan is implemented, the Committee will review and evaluate any additional agencies, organizations, contributors or stakeholders that are needed to advise and participate in a particular activity.

9.A Plan Implementation Process

9.A.1 Plan Administration

The Committee Chairperson (currently the Village Manager) will be responsible for the administration of the Plan. The Manager will assure that the Plan is implemented; maintained, and evaluated for its effectiveness, and that it is updated in a timely manner. Plan updates will be added as Attachments to this present Plan. The progress of the work activities will be monitored; the schedule tracked in monthly activity progress reports and reviewed by the Plan Administrator.

The Manager will be responsible for:

- Monitoring and maintaining project budgets,
- Scheduling and coordinating committee meetings,
- Meetings or conference calls with funding agencies,
- Informing and coordinating stakeholders and;
- Keeping community members informed.

The Plan's administrator will work closely with the Committee and the Board of Trustees to assure that they are fully informed of progress on activities. The administrator will assure that quarterly progress reports and updates are provided to the committee and to funding agencies via NYSOEM by the end of the first week of each month. The quarterly progress report should contain the following information to help monitor the program:

- Grant Program
- Activity item(s) covered
- Reporting Period
- Village Program Administrator
- Funding Agency
- Type of Plan
- Plan Status
- Key deliverable reports, plans, design drawings or studies
- Activity technical progress
- Key meetings, phone conferences or site visits
- Key Successes
- Problems encountered
- Schedule Status and Progress
- Budget Status
- Evaluation of the plan's effectiveness

Each Activity Leader or Manager will be responsible for the successful implementation of their project or activity item. Their primary responsibilities include:

- Managing the activity's budget,
- Maintaining the schedule,
- Monitoring and oversight of the work,
- Assuring adherence to the scope of work or specifications,
- Informing the Plan Administrator of progress or problems.

9.A.2 Public Participation

Improving the public participation program is a key goal of this mitigation plan. The Mamaroneck community will continue to be notified of all important project activities, reports, public meetings and recommendations through the expanded Village Web Site. Notifications will also include news bulletins and public notices that are published in the local newspaper. The Activity Leader for each specific project will be responsible for communicating with the public. The Village Web Page will be updated and will include items related to emergency planning. (<http://www.village.mamaroneck.ny.us/Pages/index>) At a minimum one public meeting a year will be held to address the status and progress of this Hazard Mitigation Plan. All annual reports, technical reports, plan updates and amendments will be available at the Village Hall and the public library for public review and input.

The public participation program for this Hazard Mitigation Plan was described in Section 2 of this Plan. Residents actively participated and provided input in public meetings and expressed concerns verbally and in writing about the street and home flooding they face with major rain storms. Strong interest and concern was shown by the community in this Plan.

The public will continue to be involved in the revision and updating process. Meeting notices will be advertised and published. The Mayor, the Village Manager and staff, and elected trustees will continue to meet and discuss hazard issues with the community and impacted residents. Public meetings on key issues will continue and notices and progress will be published in local papers. The Village will continue to post updates on their Website: (<http://www.village.mamaroneck.ny.us/Pages/index>) The Village will also send e-mail updates to individuals that request them. These meetings can be accessed through LMC-TV the local public access television station. They can be viewed on Cablevision channel 76 or Verizon

channel 35. The Board meetings can be viewed online at www.lmc-tv.org Videos on Demand, Municipal meetings.

The Village Manager will be responsible for implementing, scheduling and coordinating public involvement and assuring that the website is operating and updated. Public comments will be responded to and integrated into the plan as they are received or with each five-year update. Updates will be submitted three months prior to the due date to allow for review and comment.

9.A.3 Incorporation with Other Plans and Activities

The Village of Mamaroneck has also cited other related or ongoing projects and draft plans as part of this Hazards Mitigation Plan. These projects and plans include:

- Village Emergency Response/Operations Plan
- Comprehensive Flood Action Plan – 2009 Phase
- Mamaroneck and Sheldrake Rivers Basin Flood Risk Management Reevaluation Study
- Phase II Stormwater Management Plan
- Comprehensive Plan Update – Village of Mamaroneck, adopted February 2012, with errata sheet authorized on April 9, 2012.
- Village of Mamaroneck Local Waterfront Revitalization Program Draft September 2011
- Dam Emergency Action Plan

Several of these activities are discussed in Sections 7 and 8 and involve the same village officials who served on the Planning Committee and were responsible for developing this Multi-Hazard Mitigation Plan.

MS4 Program: Federal and state stormwater regulations (MS4 regulations) are under the responsibility of Public Works. This plan provides for control of on-site stormwater and is a NYSDEC and EPA program. Required permit measures include public participation, outreach and involvement; illicit discharge and elimination; runoff controls; and pollution prevention. The MS4 requirements are being integrated into this Multi-Hazard Mitigation Plan.

Village Emergency Response/Operations Plan: The Village has prepared a Working Copy of an Emergency Response Plan. The revision of this plan needs to be integrated with the State and Westchester County plans. This Plan has leaders and responsibilities assigned, but needs the capabilities to respond to a variety of incidents and hazards discussed in this Multi-Hazards Mitigation Plan. The Village's Emergency Response Plan needs to be updated and will include coordination with Town, County and State Offices as discussed in Section 7.B.2 and 8.F.7. The Fire Department is responsible for the revision and completion of this plan. Completion of this activity has been identified as action item in this plan.

In addition to these projects, several proposed local planning mechanisms incorporate the Plan requirements, address the Plan's goals and objectives, provide Village resources, tap into stakeholder interests and include volunteer assistance. The projects listed below do not require capital funded items and several may require Memoranda of Understanding for government agencies, stakeholders and volunteer organizations. They include:

- Prepare a comprehensive Evacuation Plan
- Obtain certification in the CRS Program
- Evaluate and upgrade Village building and fire codes
- Update the Village Emergency Response Plan

Prepare a Comprehensive Evacuation Plan: This activity is the primary responsibility of the Mamaroneck Police with assistance of the Fire Department. The Police Chief is expected to oversee completion of this plan. The Village board will review and adopt the document and assure that it meets all FEMA/NIMS requirements. Several neighboring communities such as Town of Mamaroneck, Larchmont, Scarsdale and Rye in Westchester County need to be incorporated in planning this document. The Red Cross or other volunteer relief organizations are expected to be involved in the planning.

Obtain Certification in the CRS Program: This application for the CRS program will also require the Village to perform flood plain preventative activities. Formal approval of this Multi-Hazards Mitigation Plan is a prerequisite for the CRS approval. This activity will be implemented using existing Village resources. Many of the elements of the Village's MS4's

Stormwater Quality Improvement Program discussed above are the same as the requirements in the CRS program and could be integrated with that activity.

Evaluate and Upgrade Village Building, Fire and Zoning Codes: The Building Department will be responsible for administering this activity and implementing updated codes, as may be approved by the Codes Council under the auspices of the New York State Department of State. This activity will need matching funds from the Village budget and in-kind services. The updated codes will be documented in a set of recommendations for the Village Board to review and approve.

Update the Village Emergency Response Plan: This activity will require coordination and cooperation between various Federal, State, and County agencies and the Village for responding to all hazards facing the Village. The Fire Department would manage and administer activity as in kind services under the general operating budget. Input and assistance from stakeholders and volunteer organizations will be needed.

9.B Monitoring and Evaluating the Plan

The Planning Committee will monitor and document the progress of the Plan's recommended mitigation activities. Progress reports will be prepared and submitted quarterly by the Plan's Administrator. A sample form of a progress report is provided in the Appendix of this Plan. This progress report will track planned costs, schedules and milestones, Plan successes, work status, and next steps. Status of individual mitigation project actions, risk assessments, and suggested Plan revisions will be evaluated as noted in the Appendix.

The status report will also include any periodic monitoring reports by involved agencies or organizations implementing the proposed actions. An annual report will be prepared that highlights the mitigation activities completed or in progress.

9.C Plan Maintenance Process

A review of the Plan will be conducted annually or with the occurrence of a significant change. Annual committee reviews will be completed by the 31st of January of each year. The Mayor and Village Board of Trustees will be informed of the Plan's progress. A yearly summary report,

which evaluates progress of the Plan, will also be submitted by the end of January of each year to the Planning Committee and funding agencies via NYSOEM. The Plan's Administrator will be responsible for assuring that the plan's effectiveness is evaluated.

The Committee will review the monthly and annual reports to evaluate the plan's implementation progress. The Plan's Administrator will provide the Committee with updates on the completion of the Plan Action Items. The community will be informed of the plan's progress through the Village Web Pages (<http://www.village.mamaroneck.ny.us/Pages/index>) and in annual public meetings.

9.D Evaluate Plan Effectiveness

The Planning Committee will review the Quarterly Reports to evaluate the plan's effectiveness and to determine if action item objectives are being achieved. This evaluation will be included as part of periodic reports submitted by the Plan's Administrator when activities are completed. The Committee and Board of Trustees will be provided with all reports, updates on hazard vulnerability or changes in estimated property losses. One measure of the effectiveness is the successful completion of work activities, the number of recommendations implemented and specific action plans accepted.

Estimating the losses avoided can be used as an indicator of success. This is an estimate of costs that would have occurred if mitigation actions were not taken. Participation in the National Flood Insurance Program can be followed and any information on number of participants and claims will be examined as an indicator of success.

The Plan Administrator will be responsible for assuring that Activity Leaders and participating agencies prepare periodic progress reports including the various parameters to measure the progress of the actions and action completion dates.

9.E Revising the Plan

The Village of Mamaroneck is committed to reviewing and updating the plan every five years. By March of the fifth year of the program, a review and update of changes in development,

recent hazard events, the hazards originally identified, the risk assessment, estimated losses, new studies and technologies and results of recent disasters should be made. The committee also needs to review any changes in local, State or Federal laws, policies, plans, funding and socioeconomic factors in the Village. Original goals, objectives and mitigation activities need to be reviewed and updated. Following this review and update, the findings will be incorporated into a revised Plan. Worksheet and forms are provided in the Appendix to assist this process.

The Multi-Hazard Mitigation Planning Committee will be responsible for reviewing all updates to the plan. The updates will be submitted by the Plan's Administrator and will incorporate any annual changes to the scope of work such as newly identified activities or hazards, any expansion or deletion of currently planned activities or changes in costs or schedules. Any significant changes in scope, costs or schedule are to be approved by the Village Board of Trustees.

Changes in community or property development will be evaluated. Any new projects, plans or applicable mitigation measures will be examined and potential losses estimated and evaluated. Over a five-year period there may be applicable changes in local, state, or federal requirements, policies and funding. This may require updating the goals, objectives and actions of this plan. The update may require changing a current mitigation measure or implementing a measure for different hazard or loss prevention.

Within two months of completing the review in March of the 5th year of the Plan, a draft revised plan will be submitted to NYSOEM in May for review and comment, revised and then forwarded in July to FEMA for review and comment. After receipt of comments from FEMA in September, the Village will revise the draft within two months and submit it to NYSOEM and FEMA in December for approval.