# POLK COUNTY LOCAL MITIGATION STRATEGY
## WORKING GROUP MEETING
## SEPTEMBER 18, 2024

### AGENDA

1. Welcome and Introductions

2. Mandatory Attendance and Participation

3. Old Business

    a. Community Survey and Community Input Ideas

    b. Updated Community Profiles, Policies and Regulations

4. New Business

    a. LMS Planning Process, Evaluation, and Maintenance Update – *action item*

        i. Multijurisdictional Participation – *action item*

        ii. LMS Subgroups – *action item*

        iii. Participation Requirements – *action item*

        iv. Adoption of LMS – *action item*

    b. Project List

        i. Review Current Project List – *information item*

        ii. New Project Submittal Process – *action item*

        iii. STAPLEE – *action item*

5. Homework

    a. LMS Project Updates – *due November 20, 2024*

    b. Updates to Hazard Profiles – *due November 20, 2024*

**Next Working Group Meeting – November 20, 2024, at 9:30 am at Polk EOC**

## 2. Mandatory Attendance and Participation

**SUMMARY:**

Participation in the planning process for the update of the Local Mitigation Strategy as well as attendance in the LMS Working Group meetings are a requirement. The Proposed Working Group meeting schedule for the LMS update is attached.

Per Florida Division of Emergency Management's LMS Update Manual, the LMS must list the participating jurisdictions and special districts (e.g., cities, counties, school boards, hospitals, airport authorities) seeking approval and clarify what is required of the participating jurisdictions. At a minimum, each is expected to take part in the planning process and to have a mitigation action addressing hazards that could affect the jurisdiction.

**Any jurisdiction that ceases participation in the LMS process will no longer be eligible for federal hazard mitigation assistance.**

**RECOMMENDED ACTION:**

None.

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**WORKING GROUP MEETING SCHEDULE**
LMS Working Group Meetings are 9:30 am – 11:30 am
Location: Polk County EOC, 1890 Jim Keene Blvd., Winter Haven, FL 33880

~~LMSWG Meeting #1: August 14, 2024~~

LMSWG Meeting #2: September 18, 2024

LMSWG Meeting #3: November 20, 2024

LMSWG Meeting #4: January 22, 2025

LMSWG Meeting #5: February 19, 2025

LMSWG Meeting #6: June 4, 2025

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LMS Working Group Meeting – September 18, 2024

**3a. Old Business – Community Survey and Community Input Ideas**

**SUMMARY:**

As of September 10, 2024, 8 photos have been submitted and 11 surveys completed. Very few community events have been submitted to the Central Florida Regional Planning Council to consider for public involvement opportunities.

**RECOMMENDED ACTION:**

Please continue to post and share the survey and photo submission links. As events are scheduled, please submit the information to the contact below.

<span style="color:red">**Submit potential public involvement events to:**
**Jerri Sackett**
**Email: jsackett@cfrpc.org**</span>

**3b. Old Business – Updated Community Profiles, Policies, and Regulations**

**SUMMARY:**

As of September 10, 2024, information has only been received from the following municipalities:

- Davenport
- Lake Wales

**RECOMMENDED ACTION:**

Submit the updated Community Profiles and Jurisdiction and Regulations as soon as possible to the contact below. If there are no changes, please email the contact below.

**Submit updated Community Profiles and Jurisdiction Policies and Regulations to:**
**Jerri Sackett**
**Email: jsackett@cfrpc.org**

## 4ai. New Business – Multijurisdictional Participation

**SUMMARY:**

Review the Multi-Jurisdictional Participation.

Recommendation to add the inclusion of participating agencies from the last 2020 update in addition to the municipalities. This would include moving the Polk County Public Schools to the participating agency section.



## Multi-Jurisdictional Participation

The LMS includes one county, its unincorporated areas, 17 municipalities, and the Polk County Public Schools. To satisfy multi-jurisdictional participation requirements, FEMA requires the County and jurisdictions perform the following tasks:

- Participate in mitigation planning workshops;
- Provide data for the Hazard Analysis and Risk Assessment, as needed;
- Identify completed mitigation projects, if applicable; and
- Adopt the LMS.

Each of the jurisdictions listed below contributed to the planning process and are seeking approval of the LMS. The following jurisdictions may adopt the LMS.

- Polk County
- Polk County Public Schools
- City of Auburndale
- City of Bartow
- City of Davenport
- Town of Dundee
- City of Eagle Lake

- City of Fort Meade
- City of Frostproof
- City of Haines City
- Village of Highland Park
- Town of Hillcrest Heights
- City of Lake Alfred
- Town of Lake Hamilton

- City of Lake Wales
- City of Lakeland
- City of Mulberry
- City of Polk City
- City of Winter Haven

**RECOMMENDED ACTION:**

Approve recommendation of adding participating agencies to this section.

**SUMMARY:**

Review the LMS Subgroups' section of the LMS.

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## LMS Subgroups

The LMS process established and utilized a Goals and Objectives Subgroup and a Community Rating System Subgroup.

### Goals and Objectives Subgroup

The LMS Working Group established a Goals and Objectives Subgroup for the 2020 LMS update to review and update the Goals and Objectives of the LMS. This subgroup prepared recommended amendments to the LMS goals and objectives. The LMS Working Group reviewed and voted to adopt the recommended Goals and Objectives from the Goals and Objectives Subgroup. While this is not a standing subgroup, the LMS Working Group may reinstate it if necessary.

### Community Rating System (CRS) Subgroup

Comprised of representatives of the County's CRS Communities, this subgroup meets semi-annually to discuss issues regarding CRS updates, to collaborate on best practices for assisting jurisdictions to achieve a higher rate class and therefore an increase in the flood insurance discount rate for its citizens, and to share information regarding CRS-related training. This group collaborates with other local governments, local business leaders, and members of the public on a full range of Outreach Projects Strategy (OPS) initiatives to promote CRS participation. This subgroup reviews the floodplain management portions of the LMS and all initiatives relating to the CRS to ensure the information is current.

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**RECOMMENDED ACTION:**

Approve recommendation to leave the subgroups as-is.

**SUMMARY:**

Review the Participation Requirements in the LMS. Recommendation to add the following:
- Municipalities/agencies who receive mitigation grant funding will be required to provide updates on the status of their projects at each LMS meeting
- Include agencies must submit a letter of support of the LMS to be eligible for the funding programs
- Include language that would remove a non-participating municipality/agency from the LMS Working Group. Discussion needed on specific verbiage.

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**Participation Requirements**

Since the LMS Working Group writes the LMS using input from all stakeholders, it is important to make sure there is representation from the entire Polk County community. Each stakeholder has different participation requirements and the LMS Working Group encourages all stakeholders to participate in the process.

**Jurisdictions**

County, municipal, and government agency participation is critical to the success of the LMS. To retain LMS voting rights, qualify for Federal mitigation assistance consideration, and otherwise remain a member in good standing, FEMA requires all jurisdictions to conform to the following standards:
- Participation of the representative or alternate in the semi-annual LMS Working Group meetings; or participation in a majority of the LMS subgroup meetings; and
- Have an officially executed resolution adopting the revised LMS on file with the County. A jurisdiction must have an officially adopted resolution to be eligible for Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance Program (FMAP), and Pre-Disaster Mitigation (PDM) funding programs.

The LMS Coordinator will notify all jurisdictions of meetings via email at least one week in advance and will provide meeting summaries thereafter.

**Non-Governmental Organizations (NGO), Other Governmental Entities, and Stakeholders**

The LMS Working Group encourages participation by non-governmental organizations (NGO), other governmental entities, and stakeholders. To qualify for LMS grant sponsorship, NGOs, and other governmental entities must:

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- Have a duly executed letter of commitment to the LMS on file with the County; and
- Actively participate in and support LMS activities.

**The Public and Private Sector**

Broad community support, including ongoing public and private sector involvement, is important to the success of the LMS. While participation by private organizations and the public is voluntary, the LMS Working Group, through the LMS Coordinator, seeks, invites, monitors, and fully documents the attendance, comments, contributions, and support from private organizations and the public. To promote the opportunity for broad participation, the LMS Coordinator posts notices and agendas for general meetings of the LMS through press releases, social media, postings on County and municipal websites, announcements in the County and municipal newsletters and calendars, and e-mail to past participants. According to the County's Communication Division, social media reaches the most people in Polk County. The LMS Coordinator actively solicits new LMS members by reaching out to private sector and nonprofit organizations to encourage participation.

**RECOMMENDED ACTION:**

Update and approve changes to the participation requirements as discussed.

**4biv. New Business – Adoption of LMS**

**SUMMARY:**

Review the Adoption of LMS section. Recommendation to include the requirement of agencies to have a letter supporting the LMS on file and include a sample letter in the plan.

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**Adoption of LMS**

Jurisdictions wishing to participate in and share in the benefits of the LMS must complete and file a fully-executed resolution which conforms to the adoption standards established and amended by the Polk County Board of County Commissioners and the LMS Working Group. Section VIII includes a sample resolution and Appendix H includes the adoption resolutions of the jurisdictions.

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**RECOMMENDED ACTION:**

Update and approve changes to the adoption of the LMS.

**4bi. New Business – Review Current Project List**

**SUMMARY:**

Please review the Current Project List (separate document) for your municipality or agency. Ensure all information is up-to-date and accurate. If a project is to be deferred (remain on the list), has been completed, or is to be deleted, a reason must be given.

Examples for deferred projects: ongoing project, working on plans, awaiting funding, funding not available, contracted for HMGP funding

Examples for deleted projects: project is not cost effective, no record of project, not applicable for meeting standards

Examples for completed projects: project completed in 2020. If at all possible, include the year a project was completed.

Changes to hazards approved previously:
- Climate change removed from list
- Harmful algal blooms added
- Space weather added but with no further analysis needed

**RECOMMENDED ACTION:**

Review and update the status of projects for your municipality/agency on the Project List.

Review the updated hazards and ensure your municipality/agency has a project for each hazard that affects your area.

**4bii. New Business – New Project Submittal Process**

**SUMMARY:**

Review the Hazard Mitigation New Project/Program Worksheet. This document is required for any projects to be added to the LMS Working Group Project List for Hazard Mitigation Grant Funding. It is recommended to add other projects to the list to demonstrate utilizing other funding opportunities.

Recommended changes to the form:
- Update Applicant Information
    - o Responsible Agency (instead of Employer)
    - o Add Responsible Department
- Add Hazards Mitigated
- Update Timeliness to match LMS Project List
    - o Less than twelve months to complete or implement
    - o Twelve months to twenty-four months to complete or implement
    - o Twenty-four months to thirty-six months to complete or implement
    - o More than thirty-six months to complete or implement

Recommended changes to the process:
- Add verbiage that projects may be added outside of potential hazard mitigation grant funding to demonstrate utilizing other fund opportunities to complete projects. These projects will not require completion and submission of the Hazard Mitigation new Project/Program Worksheet to the LMS Working Group.

**RECOMMENDED ACTION:**

Update and approve changes to the new project submittal process and form.

**4biii. New Business – STAPLEE**

**SUMMARY:**

Review the STAPLEE Action Evaluation Table and information.

**RECOMMENDED ACTION:**

Discussion of continuing to use the STAPLEE Action Evaluation for prioritizing LMS projects.

**5a. Homework – LMS Project Updates – due November 20, 2024**

**SUMMARY:**

Please review the Current Project List (separate document) for your municipality or agency. Ensure all information is up-to-date and accurate. If a project is to be deferred (remain on the list), has been completed, or is to be deleted, a reason must be given.

Examples for deferred projects: ongoing project, working on plans, awaiting funding, funding not available, contracted for HMGP funding

Examples for deleted projects: project is not cost effective, no record of project, not applicable for meeting standards

Examples for completed projects: project completed in 2020. If at all possible, include the year a project was completed.

Changes to hazards approved previously:
- Climate change removed from list
- Harmful algal blooms added
- Space weather added but with no further analysis needed

If a new project is to be submitted for potential hazard mitigation grant funding, the New Project Submittal Form needs to be completed and submitted.


**RECOMMENDED ACTION:**

Submit the updated LMS Project List and any new project forms by November 20, 2024 to the contact below.

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**Submit LMS Project updates and New Project Submittal forms to:**
**Jerri Sackett**
**Email: jsackett@cfrpc.org**

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LMS Working Group Meeting – September 18, 2024

**5b. Homework –Updates to Hazard Profiles – due November 20, 2024**

**SUMMARY:**

Staff will distribute the Hazard Profiles to each jurisdiction and participant from the existing LMS document. Each jurisdiction and participant will need to update the information and return it by October 2, 2024.

**RECOMMENDED ACTION:**

Submit hazards that have impacted or greatly affected your jurisdiction or agency. Information should include dates, event or incident name, locations affected or impacted, and photos if available, by November 20, 2024, to the contact below. If there are no changes, please send an email stating so for tracking purposes.

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**Submit updated Hazard Profiles to:**
**Jerri Sackett**
**Email: jsackett@cfrpc.org**

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