



# MEETING SUMMARY

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**Date/Time of Meeting:** Thursday – January 16, 2020; 11:00am to 1pm  
**Location:** City of Sugar Land City Hall Annex Auditorium  
10405 Corporate Drive  
Sugar Land, TX 77478

**Subject:** 2<sup>nd</sup> HMP Steering Committee Meeting  
**Project Name:** City of Sugar Land Hazard Mitigation Plan Update

**Summary Prepared by:** Brian Rutherford and Chrissie Angeletti  
**Quorum – Yes or No** Yes

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## Welcome and Introductions

- Rob Valenzuela, the Director of Public Works for the City of Sugar Land, welcomed the Steering Committee members to the meeting at 11:02 a.m.
- Chrissie Angeletti, the Tetra Tech project manager, confirmed that a quorum was present and reviewed the meeting agenda. Mrs. Angeletti then asked the Steering Committee for a vote to approve the meeting minutes from the Steering Committee meeting conducted on October 17, 2019. The minutes were approved.
- Distributed handouts included: Agenda, Goal Setting Exercise, Objectives Definition and Examples, Capabilities Exercise

## Data Collection/Risk Assessment Update

- Mrs. Angeletti provided an update on data collection efforts. Data is collected to aid in assessing the risk the City faces from the hazards profiled in the Hazard Mitigation Plan (HMP). Mrs. Angeletti reported that almost all the data needed to develop the risk assessment has been collected.
- As part of the risk assessment data collection process, a public workshop will be conducted to educate the public and get their input on hazards and risk in the City. The initial date scheduled for the public workshop was February 19, 2020 from 6:00 p.m. to 8:00 p.m. However, after reviewing the City calendar, it was determined to move the public workshop date to February 26<sup>th</sup> to avoid a potential conflict with other meetings scheduled for the 19<sup>th</sup>. The City will check on room availability for the 26<sup>th</sup>. It was suggested that the meeting be conducted in the Council Chambers so the meeting can be live streamed from that location. It can be live streamed from other rooms as well, but equipment would have to be brought in to facilitate live streaming.
- A capability assessment will also be conducted as part of the data collection process. Mrs. Angeletti explained that a capability assessment examines the risk assessment data and then compares that data to the City's capabilities for reducing risk to potential hazards. In assessing the City's capabilities, the HMP development team reviews City ordinances, building codes, floodplain management plans, climate action plans, and other factors. The risks are compared to the capabilities to determine if any gaps exist that might prevent the City from adequately addressing risks. Any gaps identified are addressed in the development of mitigation strategies to help alleviate risks from hazards to the City. Final pieces of information are being collected from the levee districts to complete this process.

### **Public Involvement Strategy/Tracking**

- The City has established a website for the HMP Update - <http://www.sugarlandtx.gov/HMP>
- The website has information on hazard mitigation planning, public notices, project bulletins, meeting notes, and will provide a link to the public survey. It will also include links to the old plan and state mitigation planning links. SC members are encouraged to link to the site and share information regarding the project on their own websites and through social media.
- Media Request - Doug Adolph (281-275-2724/dadolph@sugarlandtx.gov)
- A sample public survey will be developed by Tetra Tech for the SC's review. The purpose of the survey will be to help gauge the public's perception of risk. Using the survey will help pinpoint the public's concerns regarding community hazards. The survey will be widely disseminated and will be available for six to eight months during the planning process to provide the public ample opportunity to respond.
- Steering Committees members are encouraged to distribute the survey, via weblink and/or QR code, to others in the City to collect residents and others input. The goal is to get several hundred responses to the survey.
- Tracking efforts to get the public's input is very important. Mrs. Angeletti asked Steering Committee members that when they do forward the survey or post it on a website, to capture those effort with a screenshot so the City's efforts to get public input can be documented.
  - Email – [Chrissie.angeletti@tetrattech.com](mailto:Chrissie.angeletti@tetrattech.com) & cc Rob V. and Pat H.

### **Goal Setting Exercise**

- Mrs. Angeletti lead the group in an activity to identify goals for the HMP. After goal selection the group will then select objectives. The plan will receive more points from reviewers for objectives that meet multiple goals. Mrs. Angeletti first led the group in a review of the State HMP goals, then the goals from the 2014 City HMP. The Steering Committee then identified the following goals:

#### Warning

Enhance predictive measure including the expansion and protection of warning systems and supporting technologies.

#### Data Collection/Studies/Planning

Enhance the quality of assessments, analysis and planning through the development and collection of data.

#### Public Outreach

Develop and enhance communications and education capabilities to the public regarding hazards, including the steps that can be taken to mitigate their impact.

#### Mitigate Structures/Protect Lives

Implement protective measures to reduce the effect of natural, technological and human caused hazards including measures that enhance public safety and reduce the risk of damage to public and private property.

#### Protect Natural Resources

Reduce adverse environmental, natural resource, and economic impacts from natural, technological, and human-caused hazard events.

#### Code Enforcement

Review update, adopt and enforce local, state and federal plans, codes and regulations to reduce the impacts of natural hazards.

### Coordination

Enhance coordination between private sector, local, state, tribal, and federal agencies to improve mitigation capabilities and reduce the risk of natural, technological and human caused hazard events.

### Continuity of Operations

Support continuity of operations pre-, during, and post- hazard events including the support of community lifelines.\*

\*Community lifelines are defined by the Federal Emergency Management Agency (FEMA) as the most fundamental services in the community that, when stabilized, enable all other aspects of society to function. The concept of lifelines is being used by FEMA and local governments to aid in rapidly stabilizing services and prioritizing response after a disaster.

### **Objectives Exercise**

- Mrs. Angeletti will send out the objective exercise via online survey, so the Steering Committee can vote on potential objectives to align with the goals that have been developed. The survey is to be completed prior to the next steering committee meeting. At the next steering committee meeting, the team will review the results of the survey and adopt the objectives.
  - What is an objective?
  - The 2015 HCMHMP did not identify objectives
  - The 2019 HCMHMP will identify objectives that will be utilized to support prioritize actions.
  - Linear planning components (MS, Goals, Objectives, then actions)

### **Homework (before the next SC meeting)**

- Distribute Public Survey via:
  - Newsletters
  - Meetings
  - Community Groups
  - Social Media
    - Facebook
    - Twitter
    - Nextdoor

**\*\*\*NOTE: The next Steering Committee meeting will be conducted on March 26<sup>th</sup> 2020\*\*\***

Originally scheduled for March 19<sup>th</sup> it was rescheduled due to spring break and the rodeo.

### **Adjourn**

- Meeting was adjourned at 1pm