

APPENDIX 12-A: FINANCE AND ADMINISTRATION

FINANCE AND ADMINISTRATION

ISSUE H1: ENSURE CAPABILITY TO MITIGATE POTENTIAL IMPACTS TO THE COUNTY REVENUE SOURCES FOR LONG-TERM RECOVERY OPERATIONS

Strategy H1.1: Identify strategies to mitigate the potential impact to principal revenue sources.

Action	Timeframe	Responsible Agency	Required Collaboration	Resources Needed
<p>Action H1.1.1: Evaluate budgets to determine where significant impacts could/will occur.</p>	<p>Pre-Disaster (annual)</p> <p>Post-Disaster D+15 – D+1 year (Part of Damage Assessment and Recovery Tracking)</p>	<ul style="list-style-type: none"> PC Office of Management & Budget (OMB) 	<ul style="list-style-type: none"> Board of County Commissioners (BCC) Federal and State Partners PC Purchasing PC Emergency Management 	<ul style="list-style-type: none"> Funding for Evaluation Study Emergency Procedures in place Additional Staffing Support Disaster Contractors
<p>Action H1.1.2: Evaluate county reserves and insurance to determine if sufficient to cover costs of a major event with funds available for matching federal grants and necessary cash flow.</p>	<p>Pre-Disaster (annual)</p> <p>Post-Disaster D+15 – D+1 year (Part of Damage Assessment and Recovery Tracking)</p>	<ul style="list-style-type: none"> OMB 	<ul style="list-style-type: none"> BCC Federal and State Partners PC Purchasing PC Emergency Management 	<ul style="list-style-type: none"> Funding for Evaluation Study Internal Controls Manual Disaster Contractors

FINANCE AND ADMINISTRATION

ISSUE H2: ENSURE INTERNAL CONTROLS, PROCEDURES AND POLICIES WILL ALLOW EFFECTIVE RESPONSE TO RECOVERY OPERATIONS

Strategy H2.1: Identify strategies to meet increase demand on staffing through mutual aid agreements, temporary labor and vendors.

Action	Timeframe	Responsible Agency	Required Collaboration	Resources Needed
Action H2.1: Evaluate mutual aid agreements to determine if they will meet the anticipated staff/resources shortfalls in all departments	Pre-Disaster (annual) Post-Disaster D+3 – D+1 year	<ul style="list-style-type: none"> • PC Emergency Management • OMB 	<ul style="list-style-type: none"> • BCC • County Administration • Federal and State Partners • PC Purchasing 	<ul style="list-style-type: none"> • Access to all Disaster-related contract files including Mutual Aid Agreements, temp agencies
Action H2.2: Identify temporary labor agencies to quickly identify qualified resources within the community.	Pre-Disaster (annual) Post-Disaster D+5 – D+1 year	<ul style="list-style-type: none"> • PC Emergency Management • PC Purchasing 	<ul style="list-style-type: none"> • BCC • Federal and State Partners • OMB 	<ul style="list-style-type: none"> • Access to all Disaster-related contract files including Mutual Aid Agreements, Temp agencies

APPENDIX 12-A: FINANCE AND ADMINISTRATION

Strategy H2.2: Effectively manage post-disaster financial assistance to ensure opportunities for mitigation, economic redevelopment, infrastructure repair and reconstruction and community restoration are recognized.

Action	Timeframe	Responsible Agency	Required Collaboration	Resources Needed
<p>Action H2.2.1: Ensure staffs within the departments are aware of their responsibilities in recovery and the potential programs to assist in redevelopment/recovery activities.</p>	<p>Pre-Disaster (ongoing)</p>	<ul style="list-style-type: none"> • PC Emergency Management 	<ul style="list-style-type: none"> • BCC • Federal and State Partners • PC Purchasing • County Administration 	<ul style="list-style-type: none"> • Post Disaster Training covering recovery ops, financial assistance programs
<p>Action H2.2.2: Provide annual training for those staff members not typically involved in emergency preparedness/ response but critical for recovery operations.</p>	<p>Pre-Disaster (ongoing)</p>	<ul style="list-style-type: none"> • PC Emergency Management 	<ul style="list-style-type: none"> • BCC • Federal and State Partners • PC Purchasing • County Administration 	<ul style="list-style-type: none"> • Post Disaster Training covering recovery ops, financial assistance programs

APPENDIX 12-A: FINANCE AND ADMINISTRATION

Strategy H2.3: Effectively manage post-disaster financial assistance to ensure eligible reimbursements are received in a timely manner.

Action	Timeframe	Responsible Agency	Required Collaboration	Resources Needed
<p>Action H2.3.1: Develop a team of fiscal liaisons from each county department and entity involved in the post-disaster recovery operations to coordinate the administration of disaster-related costs, grants, loans and long-term recovery investments.</p>	<p>Pre-Disaster 2012-2013</p>	<ul style="list-style-type: none"> • OMB • PC Emergency Management 	<ul style="list-style-type: none"> • All County Departments • Other Non-Governmental Organizations (NGOs) • Juvenile Welfare Board (JWB) 	<ul style="list-style-type: none"> • Staff Resources • Funding of Evaluation Study • Post- Disaster Training covering recovery operations, financial assistance programs • Federal and State Partners
<p>Action H2.3.2: Ensure financial/administrative staffs of departments receive training regarding the federal and state disaster programs and the financial requirements of relevant programs.</p>	<p>Pre-Disaster (ongoing)</p>	<ul style="list-style-type: none"> • PC Emergency Management 	<ul style="list-style-type: none"> • All County Departments • Other NGOs • Federal and State Partners 	<ul style="list-style-type: none"> • Post-Disaster Training covering recovery operations, financial assistance programs

APPENDIX 12-A: FINANCE AND ADMINISTRATION

Action	Timeframe	Responsible Agency	Required Collaboration	Resources Needed
<p>Action H2.3.3: Develop an Internal Disaster Financial and Administrative Handbook to ensure a streamlined process to minimize citizen hardship (lack of housing, business interruption, etc.), capitalize on mitigation and reinvestment/community redevelopment opportunities and receive appropriate reimbursement of federal support.</p>	<p>Pre-Disaster 2012-2013</p>	<ul style="list-style-type: none"> • OMB • PC Emergency Management 	<ul style="list-style-type: none"> • BCC • County Administration • All County Departments • PC Purchasing 	<ul style="list-style-type: none"> • Funding • Guidance from Federal/State Partners

FINANCE AND ADMINISTRATION

ISSUE H3: ENSURE THE UNMET NEEDS OF THE COMMUNITY ARE ADDRESSED AND THE LOCAL CONTRIBUTIONS OF THE COMMUNITY INCLUDING VOLUNTEER/DONATIONS OF THE COMMUNITY ARE RECOGNIZED.

Strategy H3.1: Coordinate with the Long-Term Recovery Organization, PROUD¹, to capture donations and volunteer contributions toward addressing unmet needs in the community.

Action	Timeframe	Responsible Agency	Required Collaboration	Resources Needed
<p>Action H3.1.1: Support PROUD¹ and coordinate with partner agencies in the development of plans and procedures.</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> • PC Emergency Management 	<ul style="list-style-type: none"> • BCC • County Administration • PC Emergency Management • Health and Human Services Coordinating Council (HHSCC) • Disaster Recovery Leadership Network 	<ul style="list-style-type: none"> • Staff time
<p>Action H3.2.2: Coordinate with the LTRO and include in the internal county procedures and recovery operations.</p>	<p>Pre-disaster 2012-2013</p>	<ul style="list-style-type: none"> • OMB 	<ul style="list-style-type: none"> • BCC • County Administration • PC Emergency Management • Health and Human Services Workgroup 	<ul style="list-style-type: none"> • Guidance from Federal/State Partners

¹ Pinellas Recovery Organizations United in Disasters