

City of Placid - Disaster Cost Recovery Action Plan (DOC-2)

Today is: February 29, 2016

This is the 14th day of the disaster.

Cost Recovery Dashboard:

Field Work Reports (processed to FEMA forms based on response activities to date)	Damage Assessments (completed based on known damage)	List of Projects (Based on known damage)	Scopes of Damage Completed (based on known damages)	Scopes of Work Written (based on completed scopes of damage)	Project Worksheets Written (All Depts.)
%	%	#	#	%	#

Today our primary cost recovery goals are:

Priority

- | | | |
|--------------------------|------------------------------------|---|
| <input type="checkbox"/> | Collection of field work reports | 1 |
| <input type="checkbox"/> | Private property safety assessment | 2 |
| <input type="checkbox"/> | Public property safety assessment | 3 |
| <input type="checkbox"/> | Priority 1: City Hall | A |
| <input type="checkbox"/> | Priority 2: Police Station | B |
| <input type="checkbox"/> | Priority 3: Public Works Dept | C |

Remaining Facilities to be assessed and not yet scheduled

- | | | |
|--------------------------|-------------------------|---|
| <input type="checkbox"/> | Parks & Rec Offices | A |
| <input type="checkbox"/> | Main & Branch Libraries | B |
| <input type="checkbox"/> | Community Center | C |

Today's Cost Recovery Tasks

- ☐ Prepare and mail FEMA 90-49 (John Burger)
- ☐ Prepare and mail OES Form 89 & 131 (John Burger)
- ☐ Development of Tax Revenue Impact Report (Crystal Roberts)
- ☐ Update of the Overtime "Burn Rate" (Pat Ryan)
- ☐ Evaluate the need for "Immediate Needs Funding" (C Roberts & Sr Mgmt)
- ☐ Gathering of Support documents and scanning into .PDF format
 - ☐ Labor Agreements & MOU's
 - ☐ Disaster Declarations & proclamations
 - ☐ City Charter
 - ☐ City Budget and monthly status as of the disaster
 - ☐ Property insurance policies
 - ☐ Review and update "List of Projects"

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Today's Cost Recovery Meeting Schedule:

Time	Topic(s)	Location	Attendees
9:00 A.M.	Immediate Needs Funding	Council Conf.	Senior Mgmt. Group
10:00 A.M.	Cost Recovery Filing System	Sequoia Room	All hands
2:00 P.M.	Cost Recovery Filing System (Repeat session)	Sequoia Room	All hands

Today's Cost Recovery Deliverables:

Priority	Task	Assigned to	Time due
1	Train staff on cost recovery organizational structure and process	Johnson	End of Day

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Today's Disaster Cost Recovery Team Roster

Position	Name	Dept	Phone	Email
Cost Recovery Team Executive Manager				
Documentation File Manager				
Scanning / Filing personnel				
"Common" Documents Clerk				
Photo Documentation Coordinator				
"List of Projects" Manager				
Purchasing / Procurement Liaison				
Cost Recovery "Planning" Chief				
Project Worksheet Time Lines Manager				
Team Group Leaders (Public Safety, Survivors Services, Facilities, Infrastructure) as needed				
Liaison for Environmental Issues				
Liaison for Hazardous Materials Issues				
Liaison for Insurance Issues				
Liaison for Historic Preservation Issues				
Public Assistance Subject Matter Expert (Consultant)				
Volunteer & Donations Liaison				
Fire Liaison				
Law Enforcement Liaison				
Building & Safety Liaison				
Public Works Liaison				
Public Utilities Liaison				
Park & Rec Liaison (Shelters)				
Public Works 3DC ¹				
Parks & Rec 3DC				
Fire 3DC				
Law Enforcement 3DC				
Building & Safety 3DC				
State OES - OEM Representative				
Current FEMA Representative				

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Department Disaster Document Coordinator

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List of Current Approved Project Worksheets

#	Address	Assigned to Dept	Date Approved	Completion Date	Amount

List of Project Worksheets Pending Approval With FEMA

#	Address	Assigned to Dept	Date Approved	Completion Date	Amount

List of Project Worksheets in Active Development

#	Address	Assigned to Dept	Date Approved	Completion Date	Amount